

Zainab Mohammed Abdulla

Business Information System Specialist

Profile

DOB: 30 Sep 1987

Nationality: Bahraini

Place of Birth: Jidhafs

Contact

Mobile: 33676778

Tel. No.: 17581137

E-mail: z_mohd87@yahoo.com

Skills

Interpersonal Skills:

- Analyzing data
- Dealing with customers
- Problem solving
- Challenging
- Teamwork
- Good organizer
- Flexible
- Creative
- Fast learner

Computer Skills:

- MS Office
- Programming languages
- Operating System
- Designing programs
- Database, etc

Languages

Arabic English French

Interests and hobbies

- Sports
- traveling
- Reading
- Internet browsing
- Drawing
- cooking

Objectives

To seek a position that suits my qualification and experience and develops my skills and abilities.

Career Statement

An enthusiastic and career-minded young graduate seeking a challenging and rewarding career. A smart and good communicator works well in a team environment and is capable of assuming any challenging assignment.

Educational Qualification

➤ June 2018-Current

Origin Training Centre

Professional Diploma in Digital Marketing

➤ April14, 2015-April 18, 2015

Zainab Barakat Studio

Professional Makeup Course

➤ Jan 2011-Oct 2011

BIBF

Basic Skills Course (English, Math, Ethics, and ICDL)

➤ 2005-2009

University of Bahrain / IT College

B.Sc. in Business Information Systems (3.1)

➤ 2002-2005

Khawla Secondary School

General Secondary Certificate - Science Section (96.6%)

Work Experience

➤ Practicing Works

Photo Designing Using Some Mobile Apps like PicsArt and Photoshop/Gifts Wrapping /Parties Arrangement

➤ New Island Contracting S.P.C 01/05/2012 – 01/07/2013

Office Manager

➤ Quality Assurance Authority for Education and Training 03/2012 – 04/2012 28/04/2011 – 28/06/2011 18/05/2010 – 02/06/2010

The National Examination Unit

Data Entry

(Seasonal temporary contract job)

➤ Delmon Poultry Company 05/06/2010 – 04/08/2010

Accounts Department
Administrator & Accountant

Administration Department
Secretary

(Temporary contract job)

➤ Ministry of Labour 01/07/2009 – 31/08/2009

Labour Inspection Section

IT Support and other

(University training)