

Batool Sayed Mohamed Hussain

PROFILE:

An ambitious Banking and finance graduate. A mature, enthusiastic, committed and a trustworthy individual who is willing to work under pressure in both a team environment as well as using own initiative.

A person who would like to add value and bring a well thought-out change to any task or assignment.

EDUCATION:

- **2013 – 2018** BSc in banking & finance [minor in Marketing] University of Bahrain
- **2019** Diploma in LOMA – ALMI (Associate, Life Management Institute)

EXPERIENCE:

- **2018 (June 6 – August 6)**
Accounting department at (Labor Market Regulatory Authority).
 - Knowledge of handling important documents and
 - Dealing and communicating with customers.
 - Preparing financial statements.
 - Entering data related to the system LMRA
 - Working as a team.
 - Issuing Checks and invoices.

GENERAL SKILLS ACQUIRED:

- Successful communication with others.
- Prioritizing what is more important.
- Speed and accuracy when performing a task.
- Completing tasks before deadline.

Computer skills acquired:

Microsoft Windows , Microsoft Office (Word, Excel, PowerPoint and Outlook) .

Personal Data

Nationality

Bahraini

Date of Birth

19/11/1995

CPR

951107003

Gender

Female

Marital status:

Married

Postal Address

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Languages

- **English** – Speaking, writing and reading.
- **Arabic** – Speaking, writing and reading.