

CURRICULUM –VITAE

Asma Kadhim Mahdi Kadhim

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Objective

To purpose my career in a challenging and dynamic environment where my skills and capabilities could be most utilized & thereby to become a part of success of the Organization.

Personal Details

Date of Birth : 2nd Aug. 1981
Sex : Female
Nationality : Bahraini
Marital Status : Single
Religion : Islam
CPR No. : 810803607

Educational Qualification

- 1996 – 1999 Saar Secondary School (Literature Section)

Work Experience

2008 - 2018

Cashier & Customer Service – Jawad Business Group.

- Provide the Quality service to customers.
- Merchandising first in – fist – out.
- Delivery receiving through the PDT.
- Monitoring the soon and expiry items.
- Monitors the daily sales with x/z report.
- Assist the customers to find out the items.
- Making credit note for suppliers
- Making the wastage report for daily basis.

Timing Course – 2007 (Six Months)

- Participated and completed a course on work Ethics, organized by: excellence training solutions from 26/09/2012 to 27/09/2012 (16 hours)
- Participated and completed a course in Effective customer services for retail business Organized by Horizons from 14/11/2011 to 15/11/2011 (15 hours)
- Participated and completed a course Effective customer service for Retail business Organized by horizons HRD from 10/06/2012 to 11/06/2012 (15 hours)
- Participated and completed a course in Professional skills for loss prevention and retail Security organized by HRD from 04/07/2012 to 05/07/2012 (15 hours)

- Participated and competed with Distinction a course on Work Wthics from 26/10/2012 to 27/10/2012 (16 hours)
- Participated and competed a course in Positive work Ethics organized by Horizons HRD from 10/6/2014 to 11/6/2014 (16 hours)
- Participated and completed a course in NPL Effective customer services organized by Horizons HRD from 04/12/2012 to 06/12/2012 (24 hours)
- Participated and course on intelligent selling skills organized by Almoalem Institute from 18/08/2013 to 20/08/2013 (20 hours)

Skills & Abilities

- I have good knowledge in using computer, I can use MS office.
- I have good knowledge in Language skilled: communicated skilled ; organized person, dealing with number.

Declaration

All the information gives above are true to the best of my knowledge and Believe.