

CURRICULUM VITAE

PERSONAL INFORMATION:

Name: Ahemd Yousif Ahmed
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INTRODUCTION:

I am an excellent communicator and my interest lies in performing a full range of office work, coordinate with my team, I am good at working under pressure on my own initiative. At this point in my career, I am seeking a more customer-facing role with greater responsibilities.

EDUCATION:

High Secondary School Certificate – AlJaberiya secondary School & Technical Boys School
Certificate in English Language – Level 2

CORE QUALIFICATIONS:

- IT literate
- Working in an office environment
- Switchboard , telephone systems and office system

CAPABILITIES AND SKILLS:

- Entering data, Make orders, Prepare invoice & receipts.
- Checking cash and verifies customers account balance.
- Answering income calls , sending and receiving faxes
- Using computer software programs: Microsoft office (Microsoft Excel, , Word, Power Point)

LANGUAGES:

- Arabic
- English

INTEREST & HOBBIES:

- Reading books
- Searching the internet