

IMAMUL KARIM



EDUCATION QUALIFICATION:

Academic Certification:

2019, Bachelors in Business Administration, Global Institute for Management & Science, Bahrain

2015, AISSCE, (All India Students Secondary Certificate Examination), The Indian School, Bahrain

2013, AISSE, (All India Students Secondary Examination), The Indian School, Bahrain

EXPERIENCE:

The Bookcase Bahrain (October 2017 - December 2017):

The Bookcase Bahrain is a childrens bookshop situated in Budaiya where I worked as a data entry associate. My responsibilities consisted of:

- Retrieved publisher details of the imported books.
- Verified details from the LPO.
- Entered the details into the database.
- Ensured spreadsheet data was accurate and followed company guidelines.
- Used time-management and prioritization skills to ensure project deadlines were met.

Discover Islam Society, Bahrain (August 2016 – February 2017):

Discover Islam Society is an esteemed educational institution situated in Manama where I worked as a data entry associate as well as participated in the development phase of a native utility application. As a data entry associate, my responsibilities consisted of:

- Researched and retrieved requested data
- Entered data into designated database and forms
- Prepared and submitted reports

In the development of the native utility app, my responsibilities consisted of:

- Designed ERD (Entity Relationship Diagram) for the database
- Developed the database in SQL based on the ERD

SKILLS:

SOFT SKILLS:

- *Strong verbal and non verbal communication skills*
- *Persuasiveness*
- *Adaptability*
- *Empathy*
- *Critical thinking*

HARD SKILLS:

- *Web development skills*
- *Social media marketing skills*
- *MS office applications (Word, Excel, Powerpoint, Visio, Access, Outlook)*
- *Google Drive, iCloud*

PERSONAL DETAILS

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