**Curriculum Vitae**

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| **Personal Profile** | | |
| **Name** | **Hawra Abdulla Al-Jazeeri** | PHOTO-N/A |
| **CPR** | 910900604 |
| **Address** | House – 779, Road – 625, Block – 706, Salmabad |
| **Telephone No.** | +973 38095839 - 39777460 |
| **Date of Birth** | 18/09/1991 |
| **Gender** | Female |
| **Marital Status** | Married |
| **Nationality** | Bahraini |
| **Email** | Hawraab.91@gmail.com |  |
| **Passport No.** | 2457197 |  |

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| **Objective** | |
|  | Join a well-established organization in order to develop skills and gain professional work experience, as well as implement my education background in this field. |

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| **Skills** | |
| **Languages** | * Mother tongue: Excellent command of spoken and written Arabic & English. |
| **Society & Volunteering** | * Good Skills in volunteer organizations |
| **Art** | * Reading. * Writing. * Speaking. |
| **Computer Skills** | * Microsoft windows, MS Office & Computer Programs. |
| **Personal skills** | * Thrive on Challenging tasks in Office environment. Able to confront dissatisfied. * Customers settle them, and provide resolution. * Highly organized and dedicated with positive attitude. * Excellent written and oral interpersonal communication skills. * Hard worker, committed to efficient and productive operation. * Experience in cashier and accounting * Experience 4 years teaching children at home * Pass Montessori training * Passing voluntary work at the primary school * Skills in gift wrapping craftwork, handicrafts, painting and participation events. * Having Bahrain valid driving license. |

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| **Work Experience** |

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| **Education Details** | |
| **2013 – 2014** | * ***Finish Higher Secondary School in Sitra*** |

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| **Declaration** |
| * I hereby declare that the above furnished details are true to the best of my knowledge. |