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| **Email:**[Ameerasammour@hotmail.com](mailto:Ameerasammour@hotmail.com)  **Phone: +973 33354752**  **Address:BUilding:** 517, **Road:** 4114, **Block:** 941, East Riffa Bahrain | | | |
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| Career Objective  To join a reputable firm that will present me with the opportunity to apply and build upon my acquired knowledge and skills and grow into an asset for the company’s sector and the wider society.  Qualifications& Academics  ***UNIVERSITY OF BAHRAIN***   * ***Major: B.Sc. in Accounting*** * Minor: Finance   Month & Year of passing: June, 2018  ***Al-FAHAD PRIVATE SCHOOLS***   * ***Central Boards of Secondary Education, Commerce stream***   Month & Year of passing: September, 2013  ***ESCOFFIER CULINARY TRAINING CENTRE***   * ***Food Hygiene Training Program***   Month & Year of passing: February, 2019  Personal Profile  -*Date of Birth:* 31st August 1995  - *Gender:* Female  - *Marital Status:* Single  - *Nationality:* Bahraini  Skills  **Bilingual;** able to communicate verbally and write fluently in Arabic and English  **Proficient with computer literacy:** Microsoft Word, Microsoft Excel, PowerPoint, Internet  **Communication and teamwork;** adaptable to share responsibilities and rewards with co-workers  Highly motivated, detail- oriented with self-management skills  **Analytical skills;** established problem-solving and critical thinking skills |  |  | Work experience  *Mumtalakat Holding Company:*  *Date Joined: 1st June to 30th August, 2018*   * Contributed in the process of preparing the bank reconciliation reports. * Assisted the team in preparing fund transfer letters. * Preparation of monthly budget variance reports. * Assisted the team in preparing payment vouchers and cheques.   *Initiate Smile Society:*  *Date Joined: June, 2016 to present*   * An active member in this society that supports young cancer patients. * Have presented the Bahraini delegation in Serbia, Lebanon and Kuwait   *Alhan Company:*  *Date Joined: June and August, 2015*   * Hands-on experience in planning and executing events. * Directly assisted the senior management in number of events in the planning phase.   *The Casting Co.:*  *Date Joined: June, 2019 to present*   * Advertising model and actor |

Ameera Khalid Sammour Resume