**Name:** Faten Ahmed Taher Mohsen

**Personal Information**

**Address**: Block 903, Riffa ( I will move soon to live in Northern City) |  **Phone:** 36831409

**Email**: [fat91en@gmail.com](mailto:fat91en@gmail.com) **| Marital Status:** Single⏐ **Date of Birth:** 05 April 1991 |

**Nationality:** Bahraini | **CPR:** 910400229

**EDUCATION**

University of Bahrain

Associate Diploma in Office Management 2015-2018

Bahrain Training Institute

Diploma in Travel and Tourism Operations 2012-2013

Bahrain Institute

Advanced Certificate in Computer Application 2012 -Eight Months

Bahrain Institute

**English Language Intermediate 1, 2 & 3** **Jun 2012- Jul 2012**

Bahrain Institute

**English Language** **Pre- Intermediate 3** **Mar 2012- Apr 2012**

AL-Maariffa Secondary Girls School

**Commercial** **2006-2009**

**Working EXPERIENCE**

**University of Bahrain-Applied Studies College**

Secretary in Practical Training Office - Apr7 till Jun7 2018

(Internship)

ALAreen Wildlife Park 2014 May till Nov

Tour Guide and Receptionist

ALAreen Wildlife Park 2013 –Three Months

Tour Guide (Internship)

**LANGUAGES**

* Arabic – native language.
* English – Reading, Writing and Speaking (Very Good).

**Key skills**

⦁ Communication ⦁ Learning Fast ⦁ Deadline Success ⦁ Adaptability ⦁ Teamwork

⦁ Computer Skills: 🡲 Microsoft Offices 🡲 Typing