**CURRICULUM VITAE**

**PERSONAL DATA:-**

**Name:** Ali Mansoor Mohsin Rabeea

**Date of Birth:** 08 / 12 / 1995

**Nationality:** Bahraini

**Address:** House 654 , Road 825 , Block 408 Sanabis**-**Bahrain

**Marital Status:** Single

**Sex**: male

**Mobile Number: +973** 33775049

**Another Number:** **+973** 33062950

**E-mail:** ali.m.rabeea95@gmail.com

**CPR Number:** 951201727

**Passport Number:** 2579447

**Driving License:** Available

**Status:** Fresh Graduate Registered with Ministry of Labor.

**OBJECTIVE:-**

**Seeking new challenges in a new career, where relevant education, experience and analytical, follow-up and problem solving skills be utilized and advanced*.***

**EDUCATION AND QUALIFICATIONS PROFILE**

* **2013- 2018 University of Bahrain**

Associate Diploma in Business Administration / Management

* **2010 – 2013 Shaik Abdul Aziz Secondary School**

Secondary Certificate - (Commercial)

**WORK EXPERINCE**

* **July 2018 – August 2018 "Madaen Planning and Civil Engineering"**

Work as:

Accountant & Administrative Officer (Training 2 Months)

* Responsible for all administrative activities including coordinating all internal and external communications.
* Writing reports, letters and correspondences (Arabic &amp; English)
* Received checks and deposit in the bank.
* Responsible for petty cash payment.
* Arrange the information in employees file.
* Enter the data of leaves (Annual leave, Sick leave, permission leave)
* Calculate the deducted amount from staff.
* **July 2012 – Sep 2012 " Sanabis Public library"**

Work as:

Administrative Assistant

**SKILLS:-**

**Computer**:

* Knowledge in MSOffice & Windows ( word, PowerPoint , excel, outlook )
* Internet Access.

**Languages:**

* Fluent in Arabic and English (speaking, writing, reading)

**COURSES & WORK SHOPS**

* **London Training Center**

General English course.

##### [**Management**](https://www.linkedin.com/company/5442?trk=prof-certification-org_name) **Development Institute.**

Professional Diploma in Human Resource Management – Online course

**HOBBIES:-**

* Swimming..
* Reading books.
* Traveling.
* Watching films & movies

**REFERANCE:-**

Available Upon Request

**Application for Employment letter,**

Dear Sir / Madam,

I am applying to fill position and take opportunity suitable job in your organization.

I have enclosed with this letter a copy of my CV, which outlines my personal detail and education backgrounds.

My major is Business Administration Management and i got diploma Degree from University of Bahrain , so I'm actively seeking employment.

My studies in accounting, marketing, management and HR, have given me a solid base upon which I plan to build my career. In addition my work experience in Administration give me strong communication, and administrative skills.

I like to work in various fields, to develop myself and my abilities especially in Administration department.

My broad background makes me an excellent candidate for work

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Yours Sincerely

Ali Rabeea

Enc: