**Curriculum Vitae (CV)**

**Personal Details:**



**Name** : Budoor Ahmed Ali Yaqoob

**Date of Birth** : 17/01/1988

**CPR : 880108435**

**Nationality** : Bahraini

**Sex**  : Female

**Marital Status** : Single

**Address** : House1083, Road7731, Shahkura 477

**Telephone**  : 36773378

**E-Mail** : budoor1.au1@outlook.com

**Education & Qualification:**

* High School Certificate 2002-2005.
* Diploma in Marketing UOB 2005 – 2009.

**Work Experience:**

* Super Care Maintenance Works

From January to May 31 2012.

**Language:**

* Very good Knowledge ledge of both written & spoken English
* Arabic is a native language.

**Hobbies**

* Website, visiting friend & family members, traveling and my best hobby is reading.

**Skills & Abilities**

* Personal Skills:
* Hard worker.
* Good communication skills.
* Ability to interact with all staff members.
* Ability to work under stress.
* Problem solving skills.
* Creative thinker.
* Ability to manage multiple priorities & tasks in order to meet deadlines.
* Computer Skills:
* Ability to type quickly on keyboard.
* Good Knowledge of Microsoft office.
* Very good knowledge of internet & E- mail usage.

**Tools for Success**

* My tools of success are not only working hard and smartly but also knowing my product , knowing the competition , knowing the customers & their needs , being flexible & adaptable , being ethical
* & honest , being dependable & reliable , having good

communication ways , planning for my work , following up issues , providing assistance to customers , solving their problems & complaints so as to maintain long term relationships with them &

being proactive rather than reactive.

**Reference**

* Available upon request.