**Curriculum Vitae**

## Personal Details

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1. **Name** : Fatima Isa Ebrahim
2. **Nationality** : Bahraini
3. **Birthday**  12-05-1991
4. **Address** : H:1561 R:2543 B:425 Jidjafs
5. **Contact No. :** 33971852
6. **E-mail** :[fatimaisa91@outlook.com](mailto:fatimaisa91@outlook.com)

Seeking a challenging position, that may suite my skills and knowledge.

## EDUCATION QUALIFICATION

**2018** Humanresourcescourse

**2015** Diploma in communication skills

**2015** Haircolour and treatment course

**2015** Repair minor faults in vehicles

**2013** Art of Make-up from Hanan Training Institute

**2013** Art of Hairstyles from Hanan Training Institute

**2013** Hairdressing and makeup professional course

**2013** ICDL course

**2013** Health and safety professional course

**2010** English courses from British council.

**2009** High School Certificate from Hoora Commercial Secondary School.

## WORK EXPERIENCE “Summe

**2015-2019** Beautician **&** Administration Manager in Mailaa center

**2012 -2013** Sales executive & Casher in Jooz Salon

**2008- 2009** Secretary & Designer in Moon Media.

## Languages

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speak** | Read | **Write** |
| Arabic | ✓ | ✓ | ✓ |
| English | ✓ | ✓ | ✓ |

## skills

* Flexibility and commitment to work
* Communication skills.
* Fast in learning.
* Deal with customers and employees, and solve problems.
* Using office equipment
* View the laws and updates in the labor market
* Do all government procedures, including opening new CR and all related to them and workers and employment
* Accept the shift system
* Computer skills: Ms Office (Excel, Word, Access, PowerPoint, Outlook... etc.)
* Have valid driving license and car
* Registered on the Ministry of Labor as a job seeker

## References

* NASRA Mohammed 33337578

Owner Mailaa center