**Dear HR Manager,  
  
  
Please find enclosed my CV in application for suitable position.   
  
The nature of my degree course has prepared me for any suitable position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills  
  
I am a fast and accurate writer, with a keen eye for detail and I should be very grateful for the opportunity to progress my career. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.  
  
Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.  
  
Yours sincerely,  
Hawra khalaf**

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**HAWRA KHALAF ABDULLA**

**PERSONAL INFORMATION:**

Date of Birth: 24 March 1992

Nationality: Bahraini

CPR: 920304338

Marital Status: Married

Contact No/s: +973 33776925

E-Mail Address: hooor92@hotmail.com

hawra.a17adad@gmail.com

Residential Address: House No. 2010 ,Road No. 535 , Hamad Town - Kingdom of Bahrain

**QUALIFICATION AND EDUCATION:**

**2016 University of Bahrain**

**Bachelor in Accounting**

Main subjects studied include: Accounting, Marketing, Business Law, Human Recourse and Finance.

**2010 Al-A'ahd Al-Zaher Secondary Girls School**

Commercial Division

**WORK EXPERIENCE:**

Training in the construction company for two months as accounting and I learn how to use Tally program.

**SKILLS:**

**- Languages**: Good command of English and Arabic.

**- Computing:** Familiarity with Tally program and windows packages including MS Word, and Internet Explorer.

**- Problem Solving**: dealt with angry customers in a professional manner, resolving situations using own initiative.

- **Sociable:** outgoing, friendly, talkative and interested in other.

- **Creativity:** the ability to think different.

- **Ego Strength**: a healthy self-esteem.

- **Abstract reasoning**: ability to understand concepts and ideas.

tally program.

**INTERESTS:**

-Travelling

- Reading

**REFEREVES:**

References are available on request.