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|  |  | Iqra Mohammad |
| Profile I am a fresh graduate who is passionate to start a career. I am a punctual and hardworking individual who is dedicated towards the work assigned. I am looking for a good opportunity to proof myself as one. Contact PHONE:  973-33556920  EMAIL:  Iqraamalik.im@gmail.com Hobbies Interested in local and global news  Reading books  Photography  Cooking LANGUAGES English and Urdu (spoken and written) |  | EDUCATIONBachelor’s in business administration from University of Bahrain 2015 - 2019  My education helped me gain confidence in me and equipped me with new experiences, group work and have helped me to be able to work in a multi-cultural and diverse environment. High School graduate from Pakistan Urdu School, Isa town 2012 - 2014 WORK EXPERIENCEWorked as a trainee in University of Bahrain, Purchasing Dept. 1 July 2019 – 31 August 2019  Scanning and faxing of LPO’s, making calls to suppliers and completing miscellaneous tasks. Worked as an event volunteer for Bahrain Food Festival. –2019  Guided visitors and informed them about the festival and help them with any issue.  **Volunteered for a community service project in collaboration with Bahrain Trust Organization**  –2019  Promoting their project of helping children in need and spread awareness about their e-shop. **SKILLS**  * Quick learner * Positive attitude and high patience level * Good communication skills * Ability to work in a multi-cultural environment. |