**Curriculum Vitae**

**ERSONAL DETAILS:**

**Name :** Zahra Hassan Mohammed jassim

**CPR :** 930805470

**Nationality :** Bahraini

**Date of Birth :** 07th August, 1993

**Marital Status :** Married

**Language**  : Arabic, English

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**OCCUPATIONAL GOAL**

Seeking for a job that allows me to use my experience and knowledge in a professional way, and helps me to achive self-development and confidence and also to be one of the organization creative members, which can help me to develop the organization and the community.

**EDUCATIONAL QUALIFICATIONS**

* **August , 2015 - University of Bahrain - College of Business Administration**

*Bachelor of Science in Accounting,* with **Cumulative** **GPA:** 3.09 out of 4.0

* **July, 2011: Secondary school** certificate from Sitra secondary school, Science with GPA 93.50%.
* **January to May , 2016 , Mutamahin program training “ for Skills “**
* Mutamahin is a graduate training program hosted by the CFA Society Bahrain.
* Mutamahin promote and maintain the highest standards of professional excellence and integrity, contribute to the development of local capital markets and professional skills that every workplace need. Such as Project Management, Communication Skills, Team work, Ethics and etc. …..
* **2014, Participated in INJAZ Business Ethics Program at University of Bahrain**
* The definition of ethics and business ethics.
* Business ethics such as integrity, commitment, trust.
* How ethics can help you make tough decisions
* **2010, Participated in INJAZ Banks in action program at Secondary School**
* Basics, Needs and features of Banks.
* Types of banks

**WORK EXPERIENCE**

**- Nov 2016 to July 2017**

**“Accountant “at Alforsa Real Estate and Contracting**

* Responsible about the deposits and expenses of the company.
* Issue Cheque, and responsible about the petty cash.
* Responsible about the Land and scheme Pricing.
* Responsible about the calculation and the percentage of lands.
* Entering Data into the Accounting System.
* Design the lands advertising for the company.
* Write Formal letters.
* Follow up with the customers
* Assist the other departments in free time.

**- August 14 to October 4 - 2016**

**“Business consultant “at Etijah Coaching and Consulting Services - Internship**

* Entering Data into the Accounting System.
* Checking of the inventory of the company.
* Write testimonial letters drafts for the clients.
* Make research and report for the company.
* Arranging overseas consultation meetings and interviews.
* Coordinate and responsible for the Mystery shopper project for a bank.
* Marketing the company through social media posts by designing the posts.
* Coordinate and responsible for the National Internship Programme and follow up with the students.

**-1St July to 30 August 2015**

**“External Auditor “at Nabeel Al-Saie - public accountants- Training**

* Examine the financial statements, Purchases, Sales, for different companies.
* Checking documents by make a tick and tie numbers to general ledger and make inquiries of management.
* Checking of the inventory of many companies through the goods and gadgets in a lot of places, such as pharmacies and large stores.
* Recalculate and review of the bank statements of the clients.
* **2013 to 2015 “  
   Student Advisor “ at University Of Bahrain**
* Corporal for the University in many activities and celebrations.
* Design and distributing brochures and ads for many university lectures.
* Helping the staff and mentors at the university in typing works.

**SKILLS AND KNOWLEDGE**

* **COMPUTER SKILLS**
* Microsoft Office XP (MS Word, MS PowerPoint, MS Excel)
* Bilingual typing skills (English & Arabic)
* **OTHER SKILLS**
* Fast learning and effective member in the working environment
* Good in design ( Can Make brochures, ID cards and Banners )
* Team Working and good communication skills.

**INTRESTS**

Design Photoshop, Reading, photography, Crocheted, listening to music and Volunteer works.

**REFRENCES**

Reference Letter from **"Nabeel Al-Saie - public accountants"** company.

Office 51-52, 5th Floor –Al seef. Tel. Off. 17224772

Reference Letter from **"Etijah coaching and consulting service"** company.

Manging Director: Dina Shabib – Dina@etijahcoaching.com