Curriculum Vitae

## Personal Details:



* **Name:** Roqaya Mohammed Salem Mohammed.
* **Marital status:** Married**.**
* **Nationality:** Bahraini**.**
* **Date of birth:** 21-07-1992
* **CPR number:** 920706991
* **Address:** Villa 1692 Road 7525 Block 575 Al-Janabiah
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## Personal Statement:

## Seeking for an interview to obtain an entry-level position in the company’s. Or any other field that will enhance my career and suites my qualifications and skills.

**Educational Qualification:**

* Sept2010- Oct 2014 : University of Bahrain – College of Business Administration. **Bachelor’s degree of Science in Accounting /BSC.ACC.**
* Sep 2007 – June 2010: Secondary certificate \_ Alnoor secondary Girls School.

**Work Experience:**

* July , 2014 to Aug 2014 **Electricity and Water Authority**, In Treasury & Payment & Project and Cost department as trainee.

**Main Duties &Responsibilities**

1. Internlization invoice from the account payable .
2. Issue cheque and print it.
3. classification the folders.
4. send the fax.

## Volunteer Work:

* July , 2008 to Sept, 2008 worked in **Mail Isa Town Office** .

**Certificate:**

* April – May 2014 University of Bahrain INJAZ-Business Ethics Program
* Jan 2015 Sanad Certificate of Super Speaker

(English for communication) .

**Competencies:**

* Knowledge of basic rule of Accounting .
* Familiar with Microsoft Office packages such as MS Word, Excel , Access and Power Point.
* Knowledge of basic administrative practices and procedures, including the operation of common office equipment such as typewriters, calculators, copy machines and personal computers.
* Always ready to learn every thing.
* Good and speed in typing both (Arabic & English).

**Languages:**

* Arabic : ( Mother Tongue).
* English : ( Speaking, Writing, reading & understanding).
* Little German and French.

**Hobbies:**

* Cooking , Viewing magazines and Swimming .

**References:**

* **Dr. Kousay Said:** Assistant Professor in Accounting Department .

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* **Dr. Hassan Murshed:** Assistant Professor in Economic Department .

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