SAKINA SALMAN

**WORK EXPERIENCE**

**Oct 2015 - May 2018** **Al-Ahleya Society**

Receptionist &

📞 +973 33536547

Administration cleck

📧 sakeena.sanad.0001@gmail.com

**Oct 2010 - Dec 2010 Bahrain petroleum co**

📅 06/03/1986

Training in Financial

🌍 Sitra, Bahrain

Accounting

**CPR** 860307891

Married

**EDUCATION**

**Sep 2008 - Jun 2010 Bahrain Training Institute**

National Diploma

of Finance (GPA3.33)

**Sep 2007 - Jun 2008 Bahrain Training Institute**

First Diploma

SKILLS

of Book keeping

* MS Office
* Photoshop
* Premier
* Tally
* Valid Driving License
* Fast Learning
* Communication Skills
* Work Under Pressure

**Sep 2001 – Jun 2004 Isa Town Commercial School**

Secondary School

Certificate

**TRAINING COURCES**

**Jan 2018 - Mar 2018 Sitra Community Center**

Photoshop program

**Mar 2017 - Apr 2017 Taylos Human Development**

LANGUAGES

* Arabic
* English

Direct English Course

**Aug 2014 - Dec 2014 Al-Mashreq Training Center**

INTERESTS

Training Skills & I CDL

* Sport
* Reading
* Cooking
* Crochet
* Recycling

**Sep 2013 - Dec 2013 Sitra Community Center**

Handicraft Certificate

**REFERENCES**

**Superintendent Al-Ahleya Society**

Hasan Saeed 33789873

**Superintendent Bahrain Petroleum Co**

Ebraheem Yaacoub 17752888

**Cover letter**

Dear Sir/Madam,

I am writing to looking for a challenging vacancy in structured organization where my background skills and experience are utilized.

As you can see from the enclosed CV, I have been working as receptionist & administration clerk at academic division with Al-Ahleya Society from Oct, 2015 to May, 2018 and I have three months training experience in financial accounting at Bapco.

During training the public relations and financial side were very important and I learnt to run the office independently. In my career at Society, the customer services aspect was very important, I work a lot with computers and learnt to work under pressure.

The experiences I have gained, together with my qualification of National Diploma of finance, Photoshop Certificate, Basic Skills and ICDL are the main strengths that I would bring to the job. However, I am willing to consider any kind of work.

I would be pleased to discuss my CV with you in more detail at an interview. In the meantime, please do not hesitate to contact me if you require further information.

Looking forward to hearing from you soon.

Yours faithfully,

Sakina Salman