|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sayed Ali Salem | |  |  | | --- | --- | | KARRANAH, Block 458, Road 5829 |  | | +97332313126 |  | | Alidheya21@gmail.com |  | |

19 years old Bahraini motivated UOB student who wants to have a full-time/part time job to be able to pay for his college fees.

# Skills

|  |  |
| --- | --- |
| * Business Skills * Bookkeeping * Basic Accounting knowledge * Math Aptitude * Good Listener * Computer Skills * MS Office | * Problem Solver * Basic managerial &Organizational Skills * Basic Cash handling skills * Basic Customer service skills * Technical skills * Languages [Arabic, English] |

# Experience

No experience, but confident about grasping the essentials of the job.

# Education

### In Progress

## University of Bahrain / University of Bahrain / Sukhair

Studying Banking and Finance.

Current schedule:

UT: 8:00 to 9:50 , MW: 13:00 to 17:15 , H: 8:00 to 8:50

# AUGUST 2018

**AAT Access Award in Bookkeeping – Level 1 (2018) / Score Training Institute, Sanad**

# MAY 2018

**AAT Access Award in Business Skills - Level 1 (2018) /** **Score Training Institute, Sanad**

### JUNE 2017

## High school Advanced Stream Diploma / Al Kaleej Elementary and Secondary School for boys, Sharjah (UAE)

# Activities

When there is time I usually use social media to check the news. Also revise what I study or prepare for future courses.