Curriculum Vitae

|  |
| --- |
| Personal Details |
| |  |  |  | | --- | --- | --- | | Name: | Ebtihal Ebrahim Mahdi |  | | Nationality: | Bahraini. | | Date of Birth: | 10th December 1975. | | Telephone No.: | 39955900 | | Email: | Ebtihal.ebrahim @live.com. | | Marital Status: | Single. | | CPR No.: | 751206059. | | Objectives: | Seeking for a job related to my interest and suits my Qualifications in a well-reputed organization. |  | |
| Educational Qualification |
| |  |  | | --- | --- | | August 2005 | University of Bahrain.  Diploma of Office Management | | 1991-1994  1998  2007  2008  2009 | Saar Secondary school  Microsoft Office Diploma (Delmon Academy)  ICDL ( University of Delmon )  Certificate Human Performance Improvement (Capital Institute )  Diploma in Secretarial Skills (Bahrain Training Institute ) | |
| **Work Experience**  2006-2011 Al –Hamad Construction & Development Co W.L,L(Bahrain )/ Secretary in HR  From 2012 to 2019 Klink ( Bahrain ) |
|  |
| **Skills** |
| |  |  | | --- | --- | | Computer: | * Using computer programs such as: Microsoft Word, Microsoft Power Point, Microsoft Excel * Internet search. * Photocopying and sending Faxes. | | Language: | Fluent in English and Arabic. | | Personal: | * Good communication skills. * Ability to work alone or within a group. * Hard working. * Problem solving. * Accepting challenge. | |
| Interests |
| Reading, fashion, music, shopping and Internet. |