**CURRICULUM VITAE**

**Personal Details**:

**Name :** Fadheela Amer Hudaib Al-Maliki

**Nationality :** Bahraini

**Date of Birth :** 13/02/1992

**Address :**  **Flat** 22 Tubli , **Building** 2711, **Road** 579, **Block** 705,

**Telephone :** 66359779, 36240974

**Marital Status :** Single

**ID Number:** 920211550

**E-Mail:** [fadheela92@outlook.com](mailto:fadheela92@outlook.com)

**Job Searching Type:**

I am searching for an, Secretary, or Customer Service, and Reception.

**Educational Qualification:**

**2012-2016** Graduated in office management from University of Bahrain.

**2011-2012** Graduated from High School (Commercial)**.**

**One Month and Half** Course General English in (Institute Excellence Training Solutions).

**Certificates:**

**Orphan Day** Participate with liajlicom Team Which Organized by Royal Charity Organization. (2018)

**A Seminar** In University of Bahrain about what do institutions expect from graduates looking for work?

**One week** I have worked in Community Service in Isa Town Center for Social Development.

**Employment / Work Experience:**

**2016-2017** I have worked in University of Bahrain as Operator & Customer Service in the Post Office.

**Additional Skills:**

**Computer Skills:** Ms Word, Excel, Power Point & Access.

**Interpersonal Skills:** 1. Writing two languages: Arabic & English.

2. Printing, Coping, Filling, Scanning, Sending Fax.

3. Call Center.

**Languages:** Arabic & English.

**References:**

**Manager Information:**

Mr Alaa Ahmed Ali Faraj, Head of Section, phone Number: 38884555, 17438833, 17438811