

# Curriculum Viet



## Salama Said Al Habsi

### Contact Info

E-mail: [Salis.3017@gmail.com](mailto:Salis.3017@gmail.com)

Mobile Phone Number: +96892101038

City and State: Muscat, Oman

### Personal Information

**Date of Birth:** 1978

**Gender:** Female

**Nationality:** Oman

**Driving License:** Yes since 2007

### Position Sought

Financial, Administrative, clerical, marketing

### Educational background

Diploma - Business Administration - Modern College of Business& Science

Foundation – Modern college of Business and Science

High school or equivalent, Arts Section

Mudhaibi High School for Girls 1996

### Strength points

The five most important is the best areas of excellence.

- Accounting, Financial, administrative skills
- Sales Support
- Active socially with excellent relations.
- Customer Service

## Training and Certification

Omani Institute for Vocational Training

- Certificate: Accounting NVQ Accounting
- Duration: one year - (from September 1, 1996 to October 1, 1997)
- the type of training: professional

## Skills

- Computer: Level: Very Good
- Business Writing: Level: Good
- Accounting: Level: Excellent
- Communication and Public Relations: Level: Excellent

## Languages

English: Level: Very Good  
Arabic: Level: Mother tongue

## Professional goal:

To develop myself financially, professionally, and to complete my studies.

## Experience details

### 1. Sales Support

#### Saud Bahwan Auto group

Location: Muscat, Oman, Wattayah  
Company sector: Automotive  
Job Role: Admin.  
October 2014 – May 2017.

### 2. Sales Admin

#### Zubair Automotive

Location: Muscat, Oman, Ghubra  
Company sector: Automotive  
Job Role: Sales  
October 2008 - April 2010

### **3. Bank Clerk**

#### **Gulf Overseas Exchange**

Location: A'seeb, Oman,

Company sector: Financial Services

Job Role: Accounting / Finance

July 2007 - May 2008

### **4. Assistant Accountant**

Horizon Group Health & Fitness

Location: Muscat, Oman,

Sector company: Sports and Recreation

Job Role: Accounting / Finance

May 2005 - July 2007

### **References**

**Upon request**