



# FATEMA MOOSA

Highly ambitious and resourceful candidate, looking for an opportunity to showcase my critical thinking skills and ability to work under pressure. Bringing strong organizational and time management skills in addition to working well in a team environment and being overall team player.



## WORK EXPERIENCE

### PERSONAL

Name  
Fatema Moosa

Address  
844  
Salmabad

Phone number  
36822004

Email  
fatima.moosa98@gmail.com

Date of birth  
18-12-1998

Gender  
Female

Nationality  
Bahraini

### SKILLS

Communication

Decision making

Self-motivation

Fast learner

Adaptive

Work under pressure

Responsible

Microsoft word

Microsoft excel

Microsoft office

Leadership

Feb 2024 - Present

### HR Officer

AnalyticaOne Trading Company, Bahrain

- Facilitating the onboarding process.
- Coordinating and managing all staff leaves.
- Preparing monthly pay slips.
- Preparing job offers, contracts, and employment certificates.
- Monitoring all types of government payments and official documentation.
- Handling flight ticket bookings and hotel arrangements for suppliers and employees.
- Tracking the expiry of Iqamaa for foreign employees.
- Familiar with SIO, Tamkeen, and LMRA portals.
- Monthly payroll preparation.
- Knowledge of visa application procedures.
- Organizing employee training programs.
- Using Saudi Arabia government portals (Muqeem and Qiwa).

Feb 2022 - Feb 2024

### Administrative Coordinator

Dr. Amina Al Tamimi Medical Center, Bahrain

- Prepare sales report for the management on daily basis.
- Responsible for sales receipt data entry for the accounting team.
- Monitor and record staff attendance in the database.
- Provide administrative training to colleagues and new joiners.
- Scheduling interviews for candidates.
- Collect and organize employees information.
- Preparing offer letters.
- Manage staff warnings.
- Manage staff annual leaves and sick leaves.
- Manage clinical stock and place order from suppliers.
- Have regular meetings with the director to discuss the pricing for the new products.
- Assist in the inventory management of slow-moving product with appropriate discounts.
- Analyzing and reviewing Profitability and suggesting improvements.
- Scheduling and registering clients using invent EMR system.
- Responding to incoming calls with excellent English and Arabic communication skills.

Jul 2021 - Aug 2021

### Internship - Islamic Banking Supervision

Central Bank of Bahrain, Bahrain

Preparing the following reports:

- Monthly received letters and emails.
- Monthly and yearly financial statement.
- Preparing different forms for the banks.
- Corresponding with the banks.
- Reviewing Cv's for approved persons.
- Monthly comparing amounts of the banks.
- Data entry.
- Filing.



## EDUCATION AND QUALIFICATIONS

- Jun 2016 - Sep 2021 **Bachelor degree - Islamic Banking and finance**  
University of Bahrain
  - Sep 2013 - Sep 2016 **High School**  
Omima Bint Alnoaman Secondary School
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## COURSES

- Jun 2024 **Bahrain Labour Law**  
Logic Institute