

From,

Eiman Baig

Riffa, Kingdom of Bahrain

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Email: emanbaig97@gmail.com

Sub: Job Application

Dear Sir/Madam,

Kindly find the enclosed resume of mine, I am forwarding these to you in hope that you will consider my application.

My particular strength lies in being a fast learner, pro-active, sociable and organized.

I am not afraid of hard work and I am motivated to face new and different challenges, preserving to achieve them successfully so I can constantly keep broadening my skills and knowledge base. The below given resume of mine will detail you my abilities.

Should you see my fitness for any position in your esteemed organization and if you have any further queries, please contact me by my mobile or email.

I look forward to hear from you soon.

Yours truly,

Eiman Baig

CURRICULUM VITAE



EIMAN BAIG

Tel: +973-33651638, +973-35173991, Email: emanbaig97@gmail.com

PERSONAL DETAILS

Date of Birth: 17/11/1997

Nationality: Bahraini

C.P.R: 971108617

Religion: Islam

Marital status: Single

OBJECTIVE

Seeking a career to refine my experience, skill and knowledge and apply them for organizational benefits. To work in a challenging environment, this would allow me to grow both personally and professionally.

EDUCATION

2012 – 2014 S.S.C 1 & S.S.C 2 (Secondary School Certificate)

2015 – 2017 H.S.S.C 1 & 2 (Higher Secondary School Certificate)

2018 – 2020 Diploma in Business Human Resource (Bahrain Training Institute)

2020 Graphic Design Course (1 Month)

2020 Internship as an HR Admin Assistant for 2 months (Invita Company)

SKILLS PROFILE

Team working

Gained experience as a leader and team member in a wide variety of teams working on creative, academic and practical tasks.

Communication

Presentation to others at institute were an important part of my course and one with which I felt at ease.

QUALIFYING ABILITIES

Human Relation: Capable of adjusting very easily to new people and situations. Have developed the ability to listen and understand different point of view, objectively analyzing human situations.

Language: English, Urdu & Hindi

Computer skills: MS Office (MS Word, MS Excel, MS PowerPoint, MS Outlook)

Adobe (Photoshop, Illustrator, Lightroom)