



 House 47, Road 5503, Block 255

Galali – Kingdom of Bahrain

 33962982

 Noorsaadi100@gmail.com

 951206303 – 19/12/1995

## OBJECTIVE

Entry level Banking and Finance fresh graduate. Received my Bachelor's degree from University of Bahrain with a marketing minor. Ambitious job seeker looking to find a job to fully utilize my skills in the best interest of the company. Hard-working, self-motivated and always looking to improve my skills and knowledge.

# NOOR SAADI MOHAMED

## EXPERIENCE

**22/12/2020–22/02/2021**

Trainee • Account Management Department • Obai & Hill

I worked as a trainee in Obai & Hill starting from 22/12/2020 till 22/02/2021 in the account management department. My responsibilities as a trainee were to market our client's social media accounts such as creating linktree, organizing scheduled posts, finding marketing and PR ideas...etc.

**1/7/2018–31/8/2018**

Trainee • Operation Department • Ithmaar Bank

I worked as a trainee in Ithmaar Bank's main branch starting from 01/07/2018 till 31/08/2018 in the operation department. My responsibilities as a trainee were to issue e-cards and credit cards, filing, organizing the documents, answering customers' calls and gathering data from managers.

## EDUCATION

**University of Bahrain, 2013 - 2018**

- B.sc. IN BANKING AND FINANCE – MARKETING  
GPA: 3.10

**Muharraq Secondary Girls School, 2010 - 2013**

- HIGH SCHOOL CERTIFICATE  
Commercial Sector

## ACADEMIC CERTIFICATES

**Delmon Academy, 2020**

- ICDL COURSE

**Origin Training Centre, 2020**

- CONFLICT MANAGEMENT

**Aptech Institute, 2019**

- ENGLISH CONVERSATIONAL LANGUAGE

**Attended various seminars related to business field.**

## LANGUAGES

Fluent in both written and spoken Arabic and English.

## SKILLS

- Compatibility for both independent and team work.
- Time management skills
- Good communication skills.
- Interpersonal skills.
- Problem-solving and decision making skills.
- Ability to work under pressure.
- Advanced skills in MS PowerPoint, Word, Excel and Database.

## REFERENCES

Available upon request.