



# NADA ALMUSAWI

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## OBJECTIVE

A fresh Business Management graduate that is motivated, adaptable, and responsible. Seeking for a position in HR or any Business Management related role which will be a challenging position that enables me to express and enhance my knowledge and experience to enable me to add value to the organization.

## EDUCATION

- ***Bahrain Polytechnic***

2015-2021 Bachelors of Business Management.

- ***Omaima Bent Al-Noaman Secondary Girls School.***

2012-2015 General Certificate of Secondary Education (GCSE) in commercial studies.

## ACHIEVEMENTS

- Participated as a volunteer for Yousef Engineer medical center.
- Participant at Bahrain Polytechnic Voluntary Club.
- Bahrain Polytechnic Voluntary Club Board member in 2018-2019.
- Successfully organized an Event for Bahrain Polytechnic with no allocated budget (Polystival) in 2019.
- Recognized and awarded certificates for voluntary work from Bahrain Polytechnic.

## KEY SKILLS

- MICROSOFT OFFICE SUITE (EXCEL, WORD, POWERPOINT & OUTLOOK).
- SOCIAL MEDIA.
- TEAMWORK.
- PROBLEM-SOLVING.
- TIME MANAGEMENT.
- COMMUNICATION.
- LEARNING.
- TECHNOLOGY.
- PLANNING AND ORGANIZING.

## LANGUAGES

- FLUENT IN ARABIC
- FLUENT IN ENGLISH

## EXPERIENCE

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- Temporary Receptionist at Bahrain National Holding in 2018.
  - Third type Claims training at Bahrain National Insurance in 2016.
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## HOBBIES

- Photography
  - Networking
  - Cycling
  - Volunteering
  - Traveling
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