



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

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

HOBBIES

- Photography
- Networking
- Cycling
- Volunteering
- Traveling
