

The Recruitment manager

Dear Sir / Madam,

I am here by sending you my resume for your consideration. I regard myself as a qualified applicant, who is ambitious and determined in making several important contributions at your organization. I would love to be part of a winning environment and seek a position that details my experience to enhance my educational background to meet the goals of your organization.

I have worked all my university life and supported my education through part time jobs, this very early exposure has added to my communicational & presentational skills & ethics. I've done major in marketing and minor in management from University of Bahrain

I am confident of being a valuable asset over time through my unflagging dedication, creativity and productivity. I wish to apply in your respective organization that best suits my background. Please do not hesitate to contact me if I can provide you with additional information. I know the importance of dependability. I will be in a better position to give you more details about my experience and knowledge if you could arrange for an interview.

Thank you for your time and consideration. Looking forward to hearing from you soon.

Yours truly,

Layla Mohammed Qumaruddin

Tel: +973 – 35147405

E-mail: [layla.mohammed@hotmail.com](mailto:layla.mohammed@hotmail.com)

# CURRICULUM VITAE

**Layla Mohammed Qumaruddin**

*B.Sc. in Marketing & Management, UOB*

Contact No: +973-35147405

Email ID: layla.mohammed@hotmail.com



## **Objective**

To start my career and work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

## **Educational Qualifications**

Qualification	Board/University	Year	GPA ( on 4)
Graduation	University of Bahrain	2017	2.8
High School	The Indian School, Bahrain	2013	2.9
Intermediate	The Indian School, Bahrain	2011	2.7

## **Professional Experience Achieved part-time**

❖ 2018 Jan – Current: experience as a **Marketing & Sales executive** at Shamil Translation:

➤ **Duties & Responsibilities**

- ✓ Answering customer's queries.
- ✓ Targeting clients and organisations.
- ✓ Maintain record related to sales.
- ✓ Compute Sales price, and receive and process cash or credit payment.
- ✓ Preparing Quotations, invoices, receipts etc.
- ✓ Follow up with pending quotations.
- ✓ Achieving Sales Target

❖ 2017 Nov-Dec: experience as an **HR executive cum Accountant** (Temp) at *Focused Eye Events*.

➤ **Duties & Responsibilities**

- ✓ Making attendance report, Salary Slips and receipts.
- ✓ Making bookings and delivery invoices
- ✓ Taking calls for orders
- ✓ Making payment vouchers, Quotations, Invoices

## Personal Profile

- ✓ Receiving and recording daily payments.
- ❖ 2017 May-June: experience as a **Marketing Executive intern** at the *Flash Events group*.
  - **Duties & Responsibilities**
  - ✓ Making calls to appropriate candidates and explaining the services we offer
  - ✓ Setting appointments and discussing the pricing
  - ✓ Site visit and closing deals.
- ❖ 2017 March-April: Experience as an **HR Executive intern** at the HR department of *Almeer group*
  - **Duties & Responsibilities**
  - ✓ Sorting CV's & Filing
  - ✓ Filing Employees sick Leaves and Loan papers
  - ✓ Making calls for interviews.
  - ✓ Making job description
  - ✓ Making organisation structure in MS Word an MS PowerPoint.
- ❖ 2014-2016: Experience as an **Marketing Surveyor** at *IPSOS*
  - **Duties & Responsibilities**
  - ✓ To conduct surveys regarding the Telecom companies in Bahrain.
  - ✓ To take telephonic interviews.
  - ✓ To get feedback from subscribers regarding the quality of service.
- ❖ 2014: Experience as **Workshops/Events Organizer** at an *N.G.O, Bahrain*
  - **Duties & Responsibilities**
  - ❖ Organised a Ramadan Summer camp.
  - ❖ To Prepare syllabus for students
- ❖ 2013: Experience as a **Cashier** at kid's world saloon in city centre.
- ❖ 2013: Experience as **Assistant Teacher** at an *N.G.O, Bahrain*
  - **Duties & Responsibilities**
  - ❖ To teach students of 1st and 2nd grade subjects
  - ❖ To prepare certificates, Report card for students

## Projects

- ❖ Marketing research on the sales of products
- ❖ Research on requirement policies of telecommunication companies
- ❖ Conducted campaign on 'be nice drive wise' to create awareness about the perks of good driving as a project given by university.

- ❖ Permanent Address : Manama, Bahrain

❖ Age/Sex	:	26/Female
❖ Marital Status	:	Married
❖ Religion	:	Islam
❖ Nationality	:	Indian
❖ CPR number	:	941109046
❖ Valid Driving License	:	YES
❖ Languages Known	:	English, Urdu & Hindi

### IT Proficiency/Software Familiarity

- ❖ MS Word
- ❖ MS Excel
- ❖ MS Power point

### Interpersonal skills

- ❖ Confident and Determined
- ❖ Ability to cope up with different situations & to work under pressure
- ❖ Ability to work in team & take a lead on projects/assignments
- ❖ Possess strong Interactive and active communicative & presentational skills
- ❖ Strong command over known languages.
- ❖ Ability to work under guidance & completing tasks on time.

### Reference

- ❖ Faisal Mumtaz  
Chemical Engineer, P2M Berlin  
+973-33226649
- ❖ Mariam Mohammed  
Accountant, Anmar Couture  
+973-33099502

### Declaration

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief.

Layla Mohammed Qumaruddin