



# FATEMA SAYED HASAN HUSAIN

B.Sc. BANKING & FINANCE



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## PROFILE

I am a person with full energy to start building her career , looking forward to use my experience and skills. I am a responsible, self-motivated, hardworking and ambitious person, I have the ability to dealing with different category of people with different ages, seeking for an opportunity to utilize and extend the personal skills and knowledge, as I am a team player and a quick learning person, seeking for an opportunity to improve and build a professional career and to be a valuable person in your institution as an active member.

## EDUCATION

2012/2018

### Bachelor's degree, Banking & Finance

- At University Of Bahrain, Location: Sakhir, Bahrain. Where I acquired the best knowledge and information from several subjects and especially in finance major.

2009/2012

### High School, Business Studies

- Al Shurooq High School, location: Saar, Bahrain. Where I acquired the good knowledge that have prepared me to university level of studies.

## EXPERIENCE

I worked as an assistant for the head of professional training division at university of Bahrain for two months. The head was seeking a hard-working, responsible and passionate assistant, with a noticeable skill in gathering information, and process them. The assistant will communicate with companies that host students' internship to provide them with relevant CVs files.

My role was to preparing dozens of qualified students' CVs files then communicate back with companies for work placement requests via phone calls and email and take the responsibility of making sure that the candidates files are reaching the companies involved . Assisted in resolving both candidates and companies complaints, reducing turnaround time and proactively addressing complaints during my university internship.

## PERSONAL INFORMATION

- Age: 26
- Gender : Female
- Nationality : Bahraini
- Marital status : Married

## SKILLS

- Team work
- Ability to work under pressure
- Ability to analyze and solve problems
- Communication skills
- Microsoft Office Word, Excel, Power point, Access
- Adobe Photoshop

## LANGUAGES

ARABIC :



ENGLISH:



## HOBBIES & INTERESTS

