



Thaslim Fathima

Administrator

A confident and highly organized administrative professional with experience in busy office and reception environments, rapidly assimilating and learning processes applicable to in-house operations, consistently impressing employers. Meticulous in my approach to data collation and presentation, I setup and maintain records, incorporating critical information and running high quality reports and analyses in the requisite style and format.



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+97335549440



Manama, Bahrain

SKILLS

Communication

Time Management

Hardwork

Ms Office

Typing

Logical and Analysis

Flexible

Fast learner

Customer Relations

LANGUAGES

British English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Urdu(Hyderabadi)

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

INTERESTS

Music

Learning

Reading

Movies

WORK EXPERIENCE

Administrator

Reputable Company

02/2019 - Present

Diet clinic

Contact: Jamludeen Sahib - +97336173894

Zinj, Bahrain

Customer Care Executive

Kingdom Pride Centre

11/2017 - 02/2019

North Sehla, Bahrain

HR Assistant Trainee

Alexandria Typing and clearing

02/2016 - 04/2016

Deira, Dubai

EDUCATION

Industrial Bio Technology(Non-Credit)

University of Manchester

05/2021 - 06/2021

Courses

▫ Online Certification Course

Introduction to Clinical Research

Global Health Training Centre

02/2021 - 03/2021

Courses

▫ Certified E-learning Course

BSc Bio-Technology

MTCST

08/2011 - 05/2014

PERSONAL PROJECTS

Reverse transcriptase PCR analysis of Hsp 70 (04/2014 - 04/2014)

▫ Gene expression in human liver cell exposed to acetaminophen