

# Kawthar Husain Alhaddad



## CAREER OBJECTIVE:

I am looking for a job in which I can make all my information and experience in all honesty and sincerity and put it within the reach of the beneficiary of the service, and I will develop my capabilities and skills by taking advantage of experience and expertise and keep abreast of scientific and practical developments in my field, and I try to enhance the work of the organization in which I work where better and leave Positive impact on an effective level.

## SOFTWARE:

Microsoft Office PowerPoint

100%

Microsoft Office Excel

100%

Microsoft Office Word

100%

## Contact:

**Address:** Al Muharraq, Bahrain

**Phone:** +973 33967609

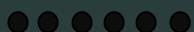
**Email:** kpin.bh@gmail.com

**Nationality:** Bahraini

**Date of Birth:** 18<sup>th</sup> May 1998

## Languages:

English (reading- writing- speaking)



Arabic (reading- writing- speaking)



## EDUCATION:

2016 - 2021 **University of Bahrain - GPA 3.16 / 4.00**

Bachelors in Accounting (Minor in Finance)

Relevant Courses Taken: Accounting, Finance, Marketing, Management)

2013 - 2016 **Al Isteqlal Secondary Girls School- GPA 93.7%**

Commercial Major

## WORK EXPERIENCE:

**March - April 2021**

**Training at Ministry of Justice & Islamic Affairs and Waqf**

**Accounting Department**

- ❖ Provides financial information to management by researching and analyzing accounting data; preparing reports.
- ❖ Prepares asset, liability, and capital account entries by compiling and analyzing account information.

**July - August 2015**

**Volunteer at Muharraq Health Center - Community Service**

- ❖ Entering and checking Patient's data.

## PROJECT ACCOMPLISHED

- ❖ Financial Analysis Project
- ❖ International Accounting Project.

## SKILLS:

- ❖ **Software:** Knowledge in using MS Office Windows such as (Word, PowerPoint and Excel). Also Expert in using Email and internet and interested in learning any other program as well.
- ❖ **Personal skills:** Public Speaking, Team work, Problem solving, positive attitude, patient, dependable, Good communication and ease to learn new information and skills.
- ❖ **Research Skills:** Data Collection, Finding Information of the Internet.

## INTEREST:

- ❖ Dealing with people.
- ❖ Technology.
- ❖ Searching on Internet.

## REFERENCES:

Adequate references will be provided on demand.