



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 Muharraaq, Bahrain

Phone: +973 33967609

Email: Kpin.bh@gmail.com

Nationality: Bahraini

Date of Birth: 18th May 1998

Languages:

English (reading- writing- speaking)

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Arabic (reading- writing- speaking)

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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 Muharraaq 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.