



# Sameera Said Rehman

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## Objective

I am seeking a position in a cooperate organization where personal growth is encouraged and hard work is rewarded. I can utilize my skills and abilities to achieve professional growth while being resourceful, innovative and flexible asset to the organization I work for.

## Skills

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**Soft skills:**

- Project management
- Strong decision maker
- Leadership
- Creative
- Time management
- Service-focused

**Technical skills:**

- MS office
- SAP
- visual basic
- HTML
- Oracle
- Weka

## Education

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- **B.Sc. in IS (Information system)**  
University of Bahrain (2014-2019)
- **Intermediate in Computer Science**  
Pakistan School, Bahrain (May 2012 – April 2014)
- **Metric in computer science**  
Pakistan School, Bahrain (July 2010 - May 2012)

## Languages

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English      Urdu      Hindi      Arabic (basic)

## Certifications

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- Project Management Institute  
Project Management for Beginners (April 2020)
- Cisco Networking Academy  
CCNA v7: Introduction to networks (April 2020)
- Tec Event Management  
An Introduction to Event Management (September 2020)

## **Experience**

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### **❖ Lab instructor (2016)**

**Completed 2-month industrial training at university of Bahrain as lab instructor in the Information System department.**

- Maintains computer lab (e.g., instructional materials, appropriate software, sets up materials for daily activities, etc.) for students.
- Monitors student activities while in computer lab for maintaining a safe environment for learning.
- Performs routine and preventive maintenance of computer lab and classroom for ensuring the availability of equipment in safe operating condition.
- Prepares documentation (e.g., reports, instructions, memos, etc.) for providing written support and/or conveying information.
- Troubleshoots malfunctions of hardware and software applications for determining appropriate actions to maintain computer lab operations.

### **❖ Data collector (2017-2019)**

**Completed 2 year as a data collector for university of Bahrain in e-government survey program.**

- Customer satisfaction index project.
- Direct interview with public sector consumers, such as Bahrain traffic directorate, EWA and central information organization.
- Organize and analyse the collected data.

### **❖ Computer teacher (Feb 2019- April 2019)**

**Completed 2 month as computer teacher at city international school.**

- Develop over all the course material for students.
- Ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Prepare and distribute progress reports for school management.
- Maintain the computer lab security and safety.

### **❖ Receptionist (June 2019 – August 2019)**

**Completed 3 month as receptionist at Al Haddad motor Mercedes-Benz.**

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

# Experience

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## ❖ Merchandiser (Nov 2019 – Feb 2020)

- **Completed 1 month (23 Nov 2019-23 Dec 2019) as merchandiser for Anker at Home electronics.**
- **Completed 1 month (13 Jan 2020 – 9 Feb 2020) as a merchandiser for Al Maya international (Muzeja) at Bahrain mall Carrefour.**

- Ensure that stores, shelves are stocked with the right types and quantities of products
- Display, arrange, price, and rotate products in store.
- Maintain store shelves by removing dated or damaged products.
- Monitor store inventory based on sales and intake.
- Make recommendations for promotional strategies using sales and pricing data.

## ❖ Usher/promotor (2019 – 2020)

**Completed 1 year as an usher and promotor for different event companies.**

- checking tickets, directing people to their assigned seats, answering inquiries and assisting people in finding restrooms and refreshments.
- Provide all the needed information on promoted products and services.
- Assist customers in finding the suitable product they are looking for
- Provide advice and guidance on product selection to customers.
- Distribute product samples, brochures, flyers etc.
- Submit daily sales report to the supervisor.

## ❖ Receptionist (2020-present)

**Currently working as receptionist at Taghreed dental center.**

- Greet and welcoming patients.
- Direct medical representative to the appropriate staff in the clinic.
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute deliveries in clinic.
- Maintain clinic security by following safety procedures and controlling access via the reception desk.
- Update calendars, schedule appointments and reminding patients about their routine dental check-up.
- Keep updated records of clinic expenses and costs.
- Perform other receptionist duties such as filing, photocopying, and scanning.
- Handle cash flow of clinic.
- Providing basic technical IT support to the clinic and staff.
- Handling insurance claims and related documentational work.
- Handling vendors and maintenance companies for the equipment.
- Preparing invoices.
- Assisting the HR team with recruitment, onboarding and termination processes.
- Providing HR administrative support.
- Handling users accounts on system (Creating, removing, authorizing ...).
- Recording confidential employee records and providing clerical support in the clinic.