| Hajra Mirza Jalil Baig |
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| Personal Details | * **Nationality**: Bahraini * **Languages known**: English, Urdu * **Marital Status**: Single |
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| Education | * **B.Sc. in Business Management- Minor in Economics** -University of Bahrain, Sakheir- Bahrain, 2015-2020. * **HSSC (11th & 12th) -** Pakistan Urdu School, Isa Town- Bahrain affiliated with FBISE, 2014- 2015. * **SSC (9th & 10th) -** Pakistan Urdu School, Isa Town- Bahrain affiliated with FBISE, 2012 - 2013. |
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| Experience | **Ebrahim Khalil Kanoo – Management Intern – Summer 2019**   * Filing of Tax Invoices and Purchase Orders. * Sorted and matched Local Purchase Orders (LPO) with their respective Tax Invoices and further linked them into the company’s system. * Prepared a comprehensive record of Battery Warranty Cards in Excel. * Worked on Shift Assignment to plan employee work schedules by defining shifts and shift sequences centrally for the following year (2020), in advance. |
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| Events/ Workshops | * Attended the ICT Innovation and Entrepreneurship Forum 2018 held at University of Bahrain. * Conducted a seminar for Mental Health Awareness in association with ***Insights Therapy Centre*** for a Community Service project. |
| Skills | * Well versed with Microsoft Office Applications * Fast learner, hardworking and positive attitude. * Time Management * Always prepared to take on responsibility even in difficult circumstances. * Co-operative, exceptionally reliable at all times and able to decide routine matters. |
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