| Hajra Mirza Jalil Baig |
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***Contact no:*** +973-39027540

***Email:*** hajrajalil9@gmail.com

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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.
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| 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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