

AAMNA KHAN

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To contribute to an organization that will help me utilize my Management, Financial & Administrative skills to benefit mutual growth and success.

EXPERIENCE

(July 2017- September 2017)

FINANCE TRAINEE, FAKHRO GROUP

- Continuous job rotation in various crucial departments of the business cycle.
- Financial and Accounting responsibilities relating to sales, deposits, costing and other transactional processes.
- Handling emails from clients under the supervision of the trainer.
- Tasks related to data entry.

EDUCATION

(2013-2017)

B.S.C- BACHELOR'S DEGREE IN BANKING AND FINANCE, UNIVERSITY OF BAHRAIN

(2012-2013)

H.S.S.C. (HIGHER SECONDARY), PAKISTAN URDU SCHOOL, BAHRAIN

(PRE-MEDICAL)

(2010-2011)

S.S.C. (SECONDARY SCHOOL), PAKISTAN URDU SCHOOL, BAHRAIN

(PRE-MEDICAL)

SKILLS

- Punctual
- Problem solving
- Team player
- Responsible

ADDITIONAL QUALIFICATION

- Knowledge of computer operations with Data Entry.
- Knowledge of all MS Windows based.

LINGUISTIC SKILLS

Languages	Speak	Read	Write
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Arabic	Basic	Excellent	Average
Hindi	Excellent	Poor	Poor

PERSONAL DETAILS

Marital Status : Single

Date of Birth : 3rd March 1995

Religion : Islam

Nationality : Bahraini

Hobbies : Social networking, writing & Reading

DECLARATION

I hereby declare that the above mentioned particulars are correct and true to the best of my knowledge and belief. I assure your good office that I will work to the best of my abilities and diligently perform all that assigned to me to your fullest satisfaction.

Aamna Khan