

CURRICULUM VITAE

OF

Ms. MARIAM KHAN

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OBJECTIVE

To work in a challenging environment, in a position to refine my experience and skills, while serving my best the organization with opportunity to learn, earn and grow on personal abilities.

EDUCATIONAL QUALIFICATION

- **B.S.C- Bachelor's Degree in Banking and Finance**; with the major subjects Finance, Accounts, Economics, Statistics, Management and Marketing, **University of Bahrain** (Sakhir Campus)(2011-2015)
- **H.S.S.C.** (Higher Secondary) - Pakistan Urdu School, Bahrain (Commerce Stream)(2010-2011)
- **S.S.L.C.** (Secondary School) - Pakistan Urdu School, Bahrain (Commerce Stream)(2008-2009)

ADDITIONAL QUALIFICATION

- Knowledge of computer operations with Data Entry.
- Knowledge of all MS Windows based.
- Holding valid GCC four wheel Driving license

QUALIFYING ABILITIES

- **PUNCTUAL:** Very punctual in performing duties and always on time program, believe very much in time management.
- **RESPONSIBLE:** Performing duties with utmost care and perfection. Finding an opportunity to learn from mistakes if ever committed unknowingly.
- **RESOURCEFUL:** If ever in problem, driving various means to get out of it and resolving the issue, giving views in different matters concerning the firm and always open for ideas and orders from superiors.
- **ADJUSTABLE:** Very much capable of adjusting to a new environment with new people and new opportunities.

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 : 24 May 1993

Religion : Islam

Nationality : Bahraini

Hobbies : Social networking, Travelling & Driving

PROFESSIONAL EXPERIENCE

Continental group, Finance Trainee

(July 2015- September 2015)

- 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.

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.

Mariam Khan