

Sara Al Ansari



CONTACT

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LANGUAGES

English
Arabic

OBJECTIVE

An adaptable and hardworking individual aiming to further enhance my skills and expand upon my HR profession.

WORK EXPERIENCE

July 2019 – December 2019

Summer Internship, Bahrain Development Bank

Responsibilities:

- Track & update employee's daily attendance
- Track employees training courses and ensure that they attend
- Communicate with several sides once needed (Insurance company, training institutes etc.)
- Screening & shortlisting of CV's
- Prepare payment forms
- Filing of employees records.

March 2019 – May 2019

Industrial Trainee, Batelco

Responsibilities:

- Conducted a project on the Batelco Graduate Program
- Plan an induction session for the Graduate Program
- Research about the latest digital platforms
- Research about the characteristics and needs of millennial generation.

Customer Service Officer, Batelco

June 2016 – August 2016

Responsibilities:

- Serve customers by providing product & service information
- Market the products & services to reach target
- Clarify customer's queries & complaints.

EDUCATION

2014 – 2019

Bachelor Degree of Business in Human Resource Management, Bahrain Polytechnic

Cumulative GPA – 3.24

2000 - 2014

High School Certificate, Al Noor International School

Cambridge International Examination – IGCSE/AS/AL

VOLUNTARY

May 2016 – June 2017

Secretary, Bahrain Polytechnic Student Council (BPSC)

Responsibilities:

- Schedule meetings & record attendance
- Record meeting meetings during Official BPSC Meetings
- Communicate with top management team to stay updated on the council's agendas
- Plan & organize events for the students. (Example: Ghabga Night, Color Run, Be The X Conference etc.)

KEY SKILLS

Proficient communicator

Team work

Self - learner

Time Management skills

REFERENCES

References available on request