

House 622
Road 1406
Isa Town 814
Manama, Bahrain

18th December 2019

Dear Sir / Madam

I would like to apply for suitable position in your company, and I apply for the job of Office Administrative in your institution.

As you seen from my enclosed CV, I have had several years experience in different company. I have National Diploma in Office Administration, I have first Diploma in Office Administration, and I have Institute of Financial Accountants "IFA". I am a young man with a dynamic character and go ahead spirit.

I hope you will consider my application and that you will grant me an interview to discuss the possibility of my filling the position in question and I look forward to hearing from you.

Yours Faithfully,

Haytham Ali

Enc.

CURRICULUM VITAE

NAME: Haytham Ali Hassan Marhoon.
NATIONALITY: Bahraini.
DATE OF BIRTH: 23 Aug 1979 – MANAMA.
MARITAL STATUE: Married.
SEX: Male.
PASSPORT NO.: 2289049.
CPR NO.: 790804026.
ADDRESS: HOUSE 622 – ROAD 1406 – ISA TOWN 814.
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E-MAIL: haythammarhoon@hotmail.com.



QUALIFICATIONS:

- From 31 July 2019 to 24/11/2019: Diploma in Human Resources Management “Al Ghad Training Institute”.
- From 11-14 September 2004: Office Management Skills Courses. “Human Performance Improvement”
- 2001-2003: National Diploma in Office Administration “BTI”.
- 2000-2001: First Diplomas in Office Administration “BTI”.
- 1997-1998: Institute of Financial Accountants “IFA” (UK), Foundation & Level 2, “Global Institute.
- 1994 -1997: Secondary Commercial “Sh.Abdulla Secondary School.

PRESENT STUDIES:

- Courses from Genetech Training Development (*Work Ethics, Communication Skills, Interpersonal Skills, and Business English Results*).
- Diploma in Software (*Quick Basic, FoxPro*), “Global Institute”.
- June 98 –Dec 98 Diploma in Computer Application, (*word, Excel, PowerPoint, Access*) “Global Institute”.
- English courses from “British Council” & “Delmon Academy”.

WORK EXPERIENCES:

- From 25/11/2015 to date working in the **Ashbee Metal Cladding W.L.L.** As Public Relation and admin Officer.
- From 20/07/2004 to 30/09/2015 working in the **Mohammed Bin Jassim AL -Zayani Trading.** As Secretary.
- From 20/08/2001 to 17/07/2004 working in the **AL-GHANAH CONTRACTING W.L.L.** as Office Administration.
- From 12/08/2003 to 17/09/2003 Training in the **Ministry of Labour & Social Affairs** with “*Labour & Legal Advisor*” as Secretary.
- From 01/09/2000 to 16/08/2001, has been working in our **AL- ADNANIA RECORDING CENTER** as Employee.
- From 20/03/2000 to 24/04/2000, has been working in our **MEMO EXPRESS** as a Help Desk Operator during the Telephone Directory project for Batelco. “*Temporal*”.

Skills & Qualities:

- Skill: Communization skill drives license.
- Qualities: Hard-working, flexible teamwonle, confident.

Interests & Activities:

- Sports: running, reading book, bask ball, Computer Programs.

Social Activities:

- I had organized & participate in social services & activities mainly were **Imam Hussain Campaign for Blood Donation**, which last for five times continuously.