

Curriculum Vitae

Personal Details:

Name: Aysha Abdulrahman Ahmed Abdulla

Nationality: Bahraini

Date of Birth: 2nd January 1995

Mobile No. (+973)39335880 - **SMS/Whatsapp:** (+973)36993533

Address: Villa 2799, Road 4454, Block 244, Arad, Kingdom of Bahrain

Marital Status: Single

CPR No. 950103390 - **Passport No.** 2598919

Languages: Arabic and English

Email: aicha.abdulrahman@gmail.com

Objective/Occupational Goal:

To pursue a highly-rewarding career, I am seeking a position in your esteemed ministry/organization, where I can utilize my knowledge and skills to contribute to its growth and development.

Work Experience:

- **Technology Engineering, Bahrain.**



Administrative Coordinator, Human resources and administration department & Accounting department:

(October 1, 2021 – September 29, 2022) | One year

- Process in **Zoho Apps** (Zoho Workdrive, Zoho Books, Zoho Project, Zoho People, Zoho Social, Zoho Connect... etc.)
- Process with LMRA, GOSI E-government and Sijilat.
- Pay all monthly Invoices, Bills and Office Expenses (LMRA, GOSI, Office Rent, Telephones, Internet Bills, Office needs... etc.).
- Organize and arrange files and documents under Zoho WorkDrive.
- Send Emails and connect with other companies as what Director and Office Manager requested.
- Prepare all HR forms and letters (Leave form, Salary certificate, Slip Salary, Employment certificate... etc.).
- Record Employee leaves and prepare Payrolls and “Bank Transfer” letters for the bank (Salary deposits for Employees).
- Process with Tamkeen Portal (Apply for National Employment Program with all requirements).

- Apply an application in QuadraBay for a new engineer employee for Government credentials Verification and Licensing requirements.
- Apply for a New project with all details (using Zoho Project) and follow up with the Engineers for the project's status.
- Prepare all required documents for Building Permit Application.
- Apply for an Extension in Villas at Diyar Almuharraq (Connect Via email with Diyar).
- Apply for a Building permit (less & more than 50) in E-Municipality system.
- Track, follow up and review the application (Municipalities' applications).
- Prepare Quotations, Invoices, and Payment Receipts for customers (using Zoho books).
- Check and Follow up in the accounts (Customer balances).
- Prepare a balance sheet for all company expenses and receivable amounts.



- **Aref Sadeq Design Consultant W.L.L., Bahrain**

Administrative assistant, Human resources and administration department:

(October 8, 2018 – April 8, 2021) | Two years and six months.

- Process with Labour Market Regulatory Authority (LMRA) online system for Visa applications, renewal, expats details and information, visa cancellation... etc. **"handle +50 CRs & +300 Employees"**
- Process with Social Insurance Organization (SIO) for Worker's additions, termination and update salaries...
- Process with Tamkeen Portal.
- Process with E-Government, E-Municipality, E-LMRA and E-BETA.
- Process in Sijilat system (CR) for **+50 CRs**.
- Prepare Employment Contracts.
- Prepare Pay Slips (Payroll).
- Prepare documents for immigration (extension letter, visit visa... etc).
- Prepare letters and documents (offer letter/ salary certificate/ warning letter/ LPO... etc).
- Translate letters and documents.
- Arrange and file documents.
- Check emails and transfer information to the concerned.
- Send LMRA and GOSI invoices to the accounts department.
- Prepare reports related to HR affairs.
- Prepare addition and deletion list staff of medical insurance on a timely manner.
- Keep track of attendance reports.
- Coordinate with the accounts department for staff leaves, medical leaves and leave salaries/forms.
- Post Ads and shortlist CVs and transfer it to the concerned person.
- Coordinate with PRO.
- Enrollment data management, statistics and analysis.
- Any other tasks assigned by the management.
- Design for documents, head letters, posts, Ads... etc.



بيت التمويل الكويتي
Kuwait Finance House

- **Kuwait Finance House Bahrain B.S.C. (c)**

Trainee, Anti-financial crimes department:

(March 1, 2018 – April 30, 2018) | Two months.

- Data entry and updating in Country Risk Rating and CBB Inquiries circular information.
- Assist in operating the AML OMNIEnterprise system SWIFTS, SDN scanning, and Transaction monitoring.
- Search for transactions in Omni Fincon to retrieve slips, telex transfers, and cheques.
- Perform Name-screening on World-Check and AML OMNIEnterprise system for new customers.



- **Al Baraka Islamic Bank, Bahrain**

Trainee, Operations department:

(March 1, 2017 – April 30, 2017) | Two months.

- Prepare balance sheet (debit Note/credit note).
- Enter and arrange transactions (bank journal entry system).
- Calculate and check to make sure payments, amounts and records are correct.
- Check and review customers' cheques.
- Prepare summary reports by collecting and analyzing information.
- Assist staff with their work.

Education:

- B.Sc. Degree in Islamic Banking and Finance, Banking Law. University of Bahrain. (2012-2017)
- Al Estiqlal Secondary Girls School, Uni-Commercial studies major. (2010-2012)

Courses and Certificates:

- English: Pre-intermediate 2&3 – British Council – Overall Result: A.

Skills:

- Fast self-learning capabilities.
- Ability to work under pressure.
- Ability to gain potentials on different tasks.
- Calculating numerical data and problem solving.
- Excellent and effective communication with people.
- Good in using computer software and applications (MS Office).
- Ability to create designs. (Docs, Pictures and Video) "Intermediate".

Hobbies and Interests:

- Painting/Drawing “The art”.
- Cross stitching/Crochet.
- Internet surfing.
- Swimming.
- Reading.
- Puzzles & Strategy/Skills Games.

References:

All references will be available upon request.