

Rabiya Mohammad Sagheer

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Personal Skills

- Communication skill.
- Interpersonal skill.
- Presentation skill.
- Problem solving skill.
- Writing skill.
- Time management skills.
- IT skill.
- Hard working.
- Can work under pressure.
- Can meet deadlines.
- Punctual, reliable and

Language

English-Fluent

Arabic-Basic

Reference

Reference will be furnished upon request.

Objectives

THE HUMAN RESOURCES DEPARTMENT

I have obtained diploma of Human Resources in Business Administration from Bahrain Training Institute. I have two months working experience as an administrator in Invita Company. I have been taking the youth leadership programs to increase my knowledge and to gain experience, with my strength to learn and develop new skills would make me a valuable employee in your organization.

Personal Information

- **Name:** Rabiya Mohammad Sagheer
- **Date of Birth:** 26th January 1995
- **Nationality:** Bahraini
- **Address:** Villa 1765, Road 1041, Block 910 West Riffa
- **Mobile number:** 00973-33659640
- **E-mail:** rabiya mohammad02@gmail.com

Education

- **2015-2018 National Diploma** in Human Resource from Bahrain Training Institute
- **2010-2012 Higher Secondary School** Certificate in Arts from Pakistan School, Bahrain
- **2008-2010 Secondary School** Certificate in Arts from Pakistan School, Bahrain. Certifications.
- Microsoft Office course of 2 Months from Global Institute.

Experience

(30th June-30th August 2018) 2 months as an Administrator in Invita Company.