



## Qualification Highlights

- Bachelor's Degree in Economics & Finance
- High proficiency in translation & report writing
- Extensive experience in dealing with government bodies & suppliers in the Kingdom of Bahrain.
- Bilingual ( English & Arabic)
- Self-motivated and enjoys a good challenge.

## Education

Ahlia University    2015

**BA Economics & Finance**

Dissertation: "Human Development & the Role it Plays in Eradicating Global Poverty"

Bahrain Bayan School    2011

**International Baccalaureate Diploma and American Diploma**

Concentration: Business & Management, Visual Arts, Math Studies

National Honors Society

## Employment

- Taher Contracting, Bahrain Jan 2018 – present  
Position: **Finance Administrator**  
Tasks include but are not limited to the following:  
Overseeing company purchases and liaising with suppliers  
Carrying out employee travel arrangements  
Maintaining office CRM files and expense sheets  
Preparing and bidding for tenders / all tender board activities  
Renewal of government contracts and insurance policies  
Indemnity and leave settlement preparation  
Preparation of in house financials  
  
Position: **Business Administrator** Apr 2015 – Dec 2017  
Payroll preparation and salary transfers  
Tamkeen application submissions & follow up  
Purchasing & procurement approval  
Annual budgeting + forecast  
Writing and updating the company profile  
Managing all company bank accounts (requesting bonds, credit card, client reference)

- Obai & Hill, Bahrain Feb – Apr 2015  
**Social Media Manager**  
Managing clients from the food & beverage industry, and the car & manufacturing industries  
Organizing events and contacting suppliers  
Writing social media reports + meeting minutes  
Organizing the social media calendar for all of the company clients
  
- Taher Contracting Est, Bahrain Jun – Aug 2013  
**Intern**  
Petty cash handling  
Updating personnel files  
Prepared a report on Employee Retention Planning
  
- The Ritz-Carlton Hotel Company L.L.C., Bahrain Jun – Aug 2010  
**Summer Camp Instructor**  
Organized a talent show  
Checked attendance  
Accompanied the kids to activities and chaperoned

#### Academic Achievements

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|---|-------------|
| <u>Bayan School, Bahrain</u><br><b>Head of Press</b><br>Model United Nations        | <u>2011</u> |
| <u>Global Young Leaders Conference, Washington &amp; New York</u><br><b>Scholar</b> | <u>2010</u> |

#### Non-academic Achievements

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|--|-------------|
| <u>Ahlia University, Bahrain</u><br><b>Campaign Manager</b><br>Student Council Elections | <u>2013</u> |
| <u>Spread A Smile, Bahrain</u><br><b>Co-Founder</b><br>Charity Initiative                | <u>2013</u> |