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### PROFESSIONAL EXPERIENCE

<p><b>MAGNUM SHIP CARE SERVICES</b> (AL-KHALIDIA HOLDING GROUP)</p> <p><b>ADMINISTRATOR CUM ACCOUNTANT</b> (NOV 21<sup>ST</sup> 2018 – 14<sup>th</sup> Feb 2019)</p>	<ul style="list-style-type: none"> <li>▪ Managing phone calls and correspondence (emails, letters, applications etc)</li> <li>▪ Handling and recording petty cash</li> <li>▪ Preparing attendance report</li> <li>▪ Preparing various types of letters for employees like joining letter, resignation letter, vacation letter etc</li> <li>▪ In charge of employee's PASSPORT/CPR renewal and safekeeping</li> <li>▪ Monitoring request for office consumables and maintaining office supplies</li> <li>▪ Timely submission of Monthly Invoices, account statements, vendor statement, debit notes and other important documents</li> </ul>
<p><b>AXA INSURANCE</b> <b>INTERN IN SALES SUPPORT TEAM</b> (JULY 2016-SEPT 2016)</p>	<ul style="list-style-type: none"> <li>▪ Preparing SME quotations (Direct/Broker)</li> <li>▪ Preparing Ministry of Health letters and Travel letter and Credit Authorization forms</li> <li>▪ Printing the Medical insurance cards and Packing the Policies for clients</li> <li>▪ Uploading on Online Query Tool (Medical additions, deletions, renewals, new policy)</li> </ul>
<p><b>AIESEC INTERNATIONAL</b> <b>OUTGOING EXCHANGE OFFICER</b> (SEP 2013- MARCH 2014)</p>	<ul style="list-style-type: none"> <li>▪ Interview and recruit exchange participants (EP)</li> <li>▪ Introduce policies and rules of the exchange program</li> <li>▪ Manage and retain the exchange participants</li> <li>▪ Assisting and supporting the exchange participants with exchange process</li> </ul>

### ACADEMIC PROFILE

<b>BACHELORS IN BUSINESS ADMINISTRATION</b>	2010-2016	University of Bahrain
<b>CERTIFICATIONS</b>		
<b>MICROSOFT OFFICE SPECIALIST</b> Office Word 2013, Office Powerpoint 2013, Office Outlook 2013, Office excel 2013	2019	Microsoft
<b>Hobbies:</b> Photography, travelling, art (painting, sketching)		