



Ameera Abbas A. Nabi Al-Jaboori

Personal Information

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Provide challenging opportunity which I can build on my current skills, to provide the best services for this company and its vision.

Work Experience

► Delmon Readymix Co

► Receptionist cum Assistant

Feb2013-Present

- Daily dealing with company clients.
- Answers phone calls, transfers them as necessary and keeps call log manages.
- Preparing a Quotations.
- General administrative assistance.
- Translation, Typing the letters.

► Al-Nawras Botas Co.S.P.C

► Secretary cum Account Assistant

Oct2010-Oct2011

- Preparing monthly financial accounting for plant workers' salaries.
- Preparing a Quotations.
- Management the financial accounting coming and comings out of the office (Cheques, Statement of Account, Invoices).
- Answers phone calls, transfers them as necessary and keeps call log manages.
- Correspondence by answering fax, emails & letters and sorting mail and packages, formats, and prints relevant documents.

► Tadawul Real Estate

► Receptionist cum Assistant-Trainee

Aug-Nov2009

- Daily dealing with company clients.
- Answers phone calls, transfers them as necessary and keeps call log manages.
- Preparing a Quotations.
- General administrative assistance.
- Translation, Typing the letters.

► Wesam Gulf Properties & Investment

► Executive Secretary

Fab2007-March2009

- Preparing monthly financial accounting for plant workers' salaries.
- Preparing a Quotations.
- Management the financial accounting coming and comings out of the office (Cheques, Statement of Account, Invoices).
- Answers phone calls, transfers them as necessary and keeps call log manages.
- Correspondence by answering fax, emails & letters and sorting mail and packages, formats, and prints relevant documents.
- Management some of financial accounting coming and comings out of the office. (Invoices)

Education

► Al-ahd Alzaher Sec.Girl's School – Literary 2003-2006

Certification

► Cambridge English

►KET

June2014

► AMG

►The Retail Doctor by Mr. Pop Phibbs

Jan2014

► Yellow Hat Training

►Creating Great Customer Experiences

Feb2013

► Modern Institute

►ICDL 4.0

June2012

► Capital Institute

► General English

July-Aug2008

► Modern Institute

► General English

March2007

Skills

Time Managment



Microsoft Office



Teamwork ability



Hard Working



Language

Arabic



English

