RESUME OF:-

Kubra mohammed nasir

**Address: -** Flat 01, Bldg. 1508, Road 0845, Block 0908 Riffa, Bahrain

**Contact: -** 00973-34510132/34075361

**Email: -** Kubra.nasir1@gmail.com

**Personal Data**

 Nationality: Bahraini Marital status: Single

 Sex: Female Date of birth: 01 March 1995

**EDUCATION**

**Secondary Education**

Computer Science -- 2011

Higher Secondary Education

Commerce – 2013

Bachelor of Science Degree in Commerce and Business administration

Major: Business Management & Minor: Business Marketing 2018

University Of Bahrain

**Skills**

Internet & Microsoft Office literacy

A first class written and verbal communicator

Self-motivation and Adaptability

Ability to work under pressure, multitasking and handle a heavy workload

Customer satisfaction

Time management

Team work

**LANGUAGES**

English - speak fluently and read/write with high proficiency; Urdu – mother language

Basic- Chinese and Arabic

**Work EXPERIENCE**

* **Metropolitan -** internship at metropolitan in customer service/call centre department.
* **Information and EGovernment authority (IGA)** – worked as data collector to collect data for information and EGovernment authority.
* **BIDEC** – worked as sales executive.
* Working with wishmal, out of the box, red scarf as promoter, usher and facilitator.
* Worked in Customer service department with Sanya fashions for 1 year.

**CAREER OBJECTIVE**

I consider myself as a hardworking individual and always give my 110% in whatever I do. I can relate with people from different walks of life. My biggest strength is my communication skills and I can work under pressure.