

# FATIMA AHMED HABIB ASHOOR



## Personal Profile

**CPR:** 940810735

**Date of Birth:** 27/08/1994

**Nationality:** Bahraini

## Contact

**Address:**

House 824, Road 2225  
Block 1022.

**Email:**

fatimaashoor.78@gmail.com

**Mobile Number:**

+973 36075554

## Interests

- Reading human development books.
- Interesting in learning new things.
- Continues self-development.

## Summary

I am a fresh graduated student with a Bs.c of Business management. I am highly expert in office managing. I have a great communication skills and i am highly able to manage work and deliver results. I am skilled at computer programming.

## Education

- **University of Bahrain**  
(2013-2019) B.Sc. in Business Management - Major, Minor in Marketing
- **Hamad Town High School for Girls**  
Graduated Class of 2013 – commercial
- **Millennium Training Center**  
(2019) ESOL Skills for Business.

## Experience

### (2019 – Training for two months) University of Bahrain - secretary of Arabian Magazine of Accounting

- Maintained and organized numerous office files.
- Constantly updated the magazine content and mailing lists.
- handling calls.
- Interring information to system.
- Writing meeting minutes.
- Planning for appointments and meetings.

## Skills

- **Communication skills.**
  - Able to deal with different people personalities.
- **Professionalism**
  - Submitting work on time with preffessional standards.
  - Flexible at work. Can accept teamwork projects and communicate well within the professional setting.
  - Time management in executing several projects in a specific time period.
  - Skilled at multitasking. Can work on several project in the same time period.
- **Microsoft office:** Word, PowerPoint, excel.

## Languages

- Arabic - mother language.
- English - spoken and written.