ZAHRA MOHAMMED REDHA ABBAS ALHALAL

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Objective / Profile

Motivated and detail-oriented Diploma graduate in Office Management with hands-on training experience at the Ministry of Social Development. Holder of Google Data Analytics and Google Advanced Data Analytics Professional Certificates. Strong background in administrative support, data handling, and data-driven decision-making. Seeking an entry-level position where I can combine administrative and analytical skills to support organizational efficiency.

Education

From Sep 2021 – Sep 2024
University of Bahrain
Diploma Office Management

From Sep 2018 – Jun 2021
Sitra Secondary School
General Secondary Certificate (Literary)

Experience

July 2024 – Sep 2024
Ministry of Social Development (Riffa Social Center)
Receptionist, trainee
Managing daily office operations, communicating effectively with clients, organizing appointment schedules and meetings, handling incoming calls and messages, and providing administrative support across departments.

Certifications

October, 2025
Google Data Analytics Professional Certificate
Google – Coursera

December, 2025
Google Advanced Data Analytics Professional Certificate
Google – Coursera

June 13, 2024
Work Ethic Workshop
Career Counseling, University of Bahrain

March, 2024
Research Communication Skills
University of Bahrain

Skills

Language Skills

- Arabic language – Native
- English language – Proficient (Speaking, Reading, Writing)

Administrative & Data Skills: Microsoft Office Programs (Excel, Word), File Management and Documentation Data Entry, Data Collection, and Organization, Handling Administrative and Digital Records.

Data Analysis Skills: Data Cleaning and Basic Data Analysis, Spreadsheets (Excel / Google Sheets)
Basic SQL, Data Visualization (Basic Charts & Dashboards).
Soft Skills:
Team Collaboration and Communication, Time Management and Meeting Deadlines, Attention to Detail, Quick Learner.

REFERENCES AVAILABLE UPON REQUEST