

SABEEHA ALBANNA



Contact Info:

Sabiha423@gmail.com

+973 39555884

Location: Budaiya,
Kingdom of Bahrain

Education

Associate Diploma in
Business
Administration –
Bahrain Training
Institute (BTI), 1988

Secondary School
Certificate – Isa Town
Secondary School,
Kingdom of Bahrain

Professional Summary

Experienced professional with a strong background in tourism, education administration, and healthcare support. Licensed Tour Guide in the Kingdom of Bahrain with excellent interpersonal and communication skills. Known for cultural awareness, organizational ability, and providing high-quality service across diverse environments.

Work Experience

Tour Guide (Freelance) – Kingdom of Bahrain

Licensed by Bahrain Tourism and Exhibitions Authority (BTEA).

- Conduct guided tours for individuals and groups
- Provide cultural, historical, and local insights
- Ensure high-quality visitor experience and safety

Admission Manager – Berla Institute (2002 – 2012)

- Managed student admissions and enrollment processes
- Maintained student records and documentation
- Coordinated with students, parents, and faculty
- Provided administrative and customer support

Doctor Assistant – Bahrain International Hospital (1998 – 2001)

- Assisted doctors with patient preparation and basic clinical tasks
- Maintained patient files and medical records
- Supported daily hospital operations

Certificates

- International Computer Driving License (ICDL)
- Tour Guide License – Bahrain Tourism and Exhibitions Authority (BTEA)
- Customer Service Excellence Certificate
- First Aid & Basic Life Support Certificate

Skills

- Communication & Interpersonal Skills
- Cultural Awareness & Public Speaking
- Customer Service & Hospitality
- Administrative & Organizational Skills
- Microsoft Office (Word, Excel, PowerPoint)
- Time Management & Multitasking
- Teamwork and Independent Work

Society & Community Contributions

- Vice President – Transparency International Society, Bahrain Chapter
- Board Member (Second Vice President) – Lions Club
- Member – Ata’a Society (Activities and Events)