

CURRICULUM VITAE

Mrs. Shaheen Hussain A.Karim

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PERSONAL INFORMATION:

Date of Birth : 8th November 1975

Nationality : Bahraini

Languages : English –spoken and written
Arabic – spoken and written

Skills : Strong inter-personal skills. Ability to effectively interact with personnel and clients of all levels of authority. Fully conversant in all office procedures and use of office equipment. Able to successfully priorities and meet deadlines.

EDUCATION:

- Office Management (University of Bahrain) 1993 – 1995
- High Secondary School Certificate – 1993
- NVQ Level 3 (National Vocational Qualification - RSA) – BTI
- English Language Certificates – (British Council & Polyglot)
- Microsoft Office Diploma (Word, Excel, Lotus 123, Access, Power Point, Outlook)
- Ms. Access Certificate (BIBF)
- Ms. Excel - Intermediate (BIBF)
- Ms. Excel – Advanced (BIBF)
- Ms. Power Point – Advanced (BIBF)
- Communication Skills (BIBF)
- Filing System Certificate
- Self Correspondence Certificate
- Business Etiquettes Certificate
- Secretarial Skills Certificate
- Telephone Techniques Certificate
- Typing Certificate (English and Arabic)
- Secretarial Conference Attendance Certificate
- Attendance of Anti-Money Laundering Awareness Program

EMPLOYMENT HISTORY:

1. September 7th, 2008 to November 2022: **Al Baraka Group**

Position Held: Joined as Executive Secretary and promoted to Assistant Manager to work for:
(Legal Affairs / Strategic Planning / Commercial Banking and Corporate Governance & Board Affairs and Compliance)

Responsibilities:

- All Secretarial and Clerical duties (Arabic & English).
- Preparing Agendas, Meeting Files and typing the Minutes for Board and Committees Meetings (Arabic & English)
- Preparing all documents and typing the minutes for "Annual & Extraordinary General Meetings".
- Sending Invitations to Shareholders to attend meetings.

2. October 2005 - August 2008 Arab Bank plc.

Position Held: Secretary in "Corporate and Investment Banking Department" - Offshore Banking

Responsibilities:

All Secretarial duties including all correspondence, screening of all telephone calls, liaison with business associates and senior members of staff, arranging & attending meetings / taking minutes. Worked on Credit Recommendation Faces and CR Remarks. All travel arrangements. Used Ms. Access to create databases for "Clients addresses, Telephone Directory".

3. * August 2005 - October 2005 Investcorp Bank "Temporary Secretary" in

*** October 2004 - November 2004** Investment Placement & Financial Control Divisions

4. August 1998 - June 2004 Gulf International Bank - (GIB)

Position held: Secretary

Responsibilities:

- Typing letters, memos, faxes, agendas and minutes for meetings (Arabic and English)
- Receiving and Sending mails and faxes
- Making bookings for boss and preparing the travel expenses
- Working on invoices
- Entering data for leave, sick leave, maternity leave, medical expenses and lieu days information's
- Making mailing list for the bank
- Answering telephone calls and taking messages in boss absence & arranging the meetings
- Worked in different Departments: Credit, Treasury, Legal, Public Relations, HR, Marketing, Corporate and Audit

5. 1996 - 1998 Gulf Aluminium Rolling Mill Co. (GARMCO)

Position held: Secretary for the Operation Manager

Responsibilities:

Most of my work was same as above:

- Work on presentations using Power Point
- Arranging boss diary, through Desk Organizer Software
- Entering Overtimes for staff using Dos Software
- Printing daily timesheet for staff attendance
- Using (Flight Desk Software) for boss reservations and business trips
- Attending different Seminars for Secretaries
- Communicate with visitors in my boss absence and help them
- Updating boss PC with new Softwares and help in sending e-mails to the customers
- Going to the factory in boss absence to check the attendance
- Replying to letters in boss absence by sending faxes or e-mails
- Sending and receiving telexes

6. Gulf Air for 6 months as a Trainee Secretary.

Personal Skills:

- Effective Communicational and Analytical skills
- Aptitude to work under-pressure and as part of a team
- Adaptable to new technology and environment

Interests and Hobbies:

Reading