
Raja Abdulla Ahmed AlMughargher

PERSONAL DETAILS

- **Nationality** Bahraini
- **CPR NO** 930808649
- **Marital Status** Married
- **Address** House No.706, Road No. 6515 Al-khmais 365,
Kingdom Of Bahrain
- **E-mail** Raja8abdulla@gmail.com
- **TEL** 33433838 - 35680038



EDUCATIONAL QUALIFICATION

- March – 2018** Certified Associate in Project Management (CAPM) From Project Management Institute.
- 2011 – 2015** Bachelor in Business Administration with Systems Practice From Arab Open University Certified by The Open University – United Kingdom. GPA: 3.64 out of 4.
- 2008 – 2011** Certificate of secondary school – Al-Wafaa Secondary School – Kingdom Of Bahrain. 96.3 out of 100.

CERTIFICATES OF EXPERIENCE

- 2014** Diploma of the art and science of neuro linguistic programming From the American board (INLAPTA) and the Gulf board (GBNLP) of neuro linguistic programming
- March – 2014** Certificate of Entrepreneurship & leadership program From AIESEC (Ajyal Program).
- Entrepreneurship & Leadership
 - Project Management
 - Teamwork & communication
 - Self-awareness
- Nov – 2013** Certificate of attendance "the five levels of leadership" conference By John Maxwell.

WORK EXPERIENCE

April 7, 2016 – Nov. 30, 2017 Worked as Administrative Secretary at A.E. Al Nooh & Sons Company.

Sept. 2013 – March 2016 Worked as Executive secretary at Bahrain Eye Center – Reporting to the owner.

July 2015 – Sept. 2015 Six weeks of Internship program as Facilities Administrator at Bahrain Chamber of commerce and industry (BCCI) – Reporting to Head of Facilities.

May 2014 – July 2014 Worked as Student Consultant for (BFM) Bahrain Flour Mills Company to creating Marketing Strategy with a group of four students and get a Certificate of Recognition for being the best speaker during the Business consultancy program which is provided by "Intelaaq" – Tamkeen.

Aug. – 2008 Worked at Isa Town public library as volunteer.

CAPABILITIES & SKILLS

- **Good communication and interpersonal skills.**
- **Sense of leadership and ability to adapt change and take initiative, reliable and stress tolerant.**
- **Problem solving techniques.**
- **Good in planning and organizing.**
- **Good in time management,**
- **Team work oriented.**
- **Customer-service oriented.**

INTERESTS & HOBBIES

- Writing poems & thoughts & articles
- Reading books
- Photography

LANGUAGES

Excellent in Arabic & English (reading, writing, speaking and typing).

COMPUTER SKILLS

- Proficiency in PC usage, especially email, and electronic organization systems and MS Office.

REFERENCES:

Dr: Ahmed Abdulla Ahmed ,
Consulting Ophthalmologic Surgeon
American Board of Ophthalmology – Bahrain eye center
M: 39320055

Mr. Ali Alhawaj.
Facilities department Manager - Bahrain Chamber of Commerce & Industry
M: 39939550

Mrs. Ameera AlTaan
Councilor Legal – Bahrain Chamber of Commerce & Industry
M: 33335117

Mr. S. Hussain Al Sharaf
Head of Human Resource & Business Development - A.E. Al Nooh & Sons
Company.
M: 36001222