

# Hanadi Adnan Khalifa

**Nationality:** Bahraini

**Languages:** Arabic and English

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## Objective

Seeking for a challenging job and to join a creative work environment where it would allow me to become a reliable and an effective team member.

## Profile

Creative, with high ability to work under pressure within a team or alone.

Possess excellent communication skills.

Goal oriented with clear & concise vision future objectives.

## Work Experience

- **Executive Secretary** – Aluminum Bahrain (ALBA) **2014 – April, 2017**

My responsibilities include a variety of secretarial, clerical and administrative duties:

- Handling external and internal communication.
- Managing and maintaining office records and accounts.
- Organizing, coordinating and arranging meetings.
- Managing youth activities, courses and conferences.

## Education

**AMA University**

**July 2016**

Diploma of Business Information

**Al Maarefa High School**

**June 2013**

High School Diploma

## Other Certifications

- ALBA Training Programs & Workshops
- English Certificate – British Institute

## Qualifications

- **Computer Skills**

- Microsoft Office: Word, Excel, PowerPoint

- **Capabilities**

- Excellent spoken/written English and Arabic.
- Technology and Computer skills including emails, spreadsheets, databases, word processing and presentations.
- Communication Skills.
- Time Management.
- Problem Solving Skills.

## References

- References are available upon request. Please feel free to contact me in case of any questions.