

# Ms. Ruqaya Salman

Hamad town  
33317791  
Ruqaya.abdali95@gmail.com

30 May, 2019

Dear recruitment manger,

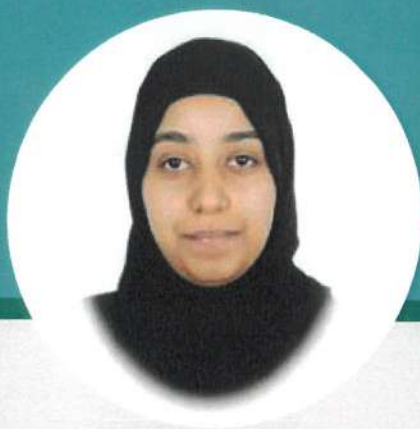
My name is Ruqaya. I am thrilled to be applying for the HR SPECIALIST in your company. After reviewing your job description, it's clear that you're looking for an enthusiastic applicant that can be relied upon to fully engage with the role and develop professionally in a self-motivated manner. Given these requirements, I believe I am the perfect candidate for the job.

I've graduated from Ahlia University with a Bachelor's degree in Media and public relation, and then took a leap due to promotions and i am currently working as a HR SPECIALIST so i deal and finish all Transactions with the Government such as: Ministry of industry, SIJILAT , LMRA , Tamkeen , SIO ,.. other.

After reviewing my resume, I hope you agree that I'm the type of positive and paid candidate you're looking for. I am excited to illustrate how my organization will benefit my specific skills and abilities. Please contact me at +973 33317791 or via email at Ruqaya.abdali95@gmail.com to arrange an appropriate meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Ruqaya Salman



# RUQAYA SALMAN

Curriculum Vitae

## PROFILE

Full name  
Ruqaya Abdali Salman

Nationality  
Bahraini

CPR No.  
950104655

Date of Birth  
13 January 1995

## SKILL

Solving problem	<div></div>
Customer Service	<div></div>
Communication	<div></div>
Team worker	<div></div>
Microsoft Office (word, Excel, PowerPoint, publisher)	<div></div>
Adobe Photoshop	<div></div>
Payroll, Tally-ERP9 (GOLD), Busy Accountant software	<div></div>

## Other skill:

- Create Business card
- Create Catalog
- Promotional complete
- Create certificates

## CONTACT



Ruqaya.abdali@gmail.com



+973 33317791



H: 2856 R: 2034 B: 1020 –  
Hamad Town, Bahrain

**LANGUAGES:** ARABIC & ENGLISH



## OBJECTIVE

Certified professional human resources, seeking for a job and willing to face new challenges at work- place, and I have the ability to stay calm under pressure to do what is right.



## EDUCATION :



Bachelor's Degree in Media and Public  
Relations GPA 3.6 from Ahlia University  
from September 2014 – July 2018



AL-HOORA SECONDRY SCHOOL FOR GIRL  
September 2009 – May 2012- COMMERCIAL MAJOR



## WORK EXPERIENCE:


SR No.	Descriptions
1	<p><b>Period : 6 December 2018 up Present</b>  <b>Job Title : HR Specialist</b>  <b>Company: Bahraini Canadian for Manufacturing Company</b></p>  <p><u><b>Responsibilities:</b></u></p> <ul style="list-style-type: none"> <li>➤ Update HR spreadsheet with employee change requests and processes paperwork.</li> <li>➤ Maintains employee confidence and protects operations by keeping human resources information confidential.</li> <li>➤ Dealing with all GOSI requests, Ministry of Labour , LMRA , interviews process</li> <li>➤ Dealing with bills web sites and payroll requires.</li> </ul>
2	<p><b>Period : 11 April 2013 – 15 August 2014</b>  <b>Job Title : Cashier</b>  <b>Company : Ansar Gallery</b></p>  <p><u><b>Responsibilities:</b></u></p> <ul style="list-style-type: none"> <li>➤ Solving the customer's problems.</li> <li>➤ Responsible for collecting cash money from customers and issuing the cash memo.</li> <li>➤ Build a strong relationship with the company's permanent customers.</li> </ul>



# RUQAYA SALMAN






## WORK EXPERIENCE:

SR No.	Descriptions
3	<p><b>Period :</b> June 2018 – August 2018  <b>Job Title :</b> Training At communication Directorate  <b>Company:</b> Ministry of works, Municipalities Affairs and Urban Planning</p>  <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> <li>➤ Contact with citizen to see their problem by phone or radio or newspaper.</li> <li>➤ Contact with citizen by tawasul program or website.</li> <li>➤ Organizing and organizing the Ministry's activities during the Eid Al-Fitr and other also organizing the meetings.</li> <li>➤ Building a relationship between the citizens and the ministry and working to meet their needs as soon as possible.</li> <li>➤ Send the problem for engineer to solve the problem. Sales and Marketing responsibilities</li> </ul>
4	<p><b>Period :</b> January 2011 – February 2011  <b>Job Title :</b> Training At Sales Department  <b>Company:</b> JAWAD Supermarket</p>  <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> <li>➤ Sales and Marketing responsibilities for global brands.</li> <li>➤ Building new customer relationships and strengthening existing ones.</li> </ul>
5	<p><b>Period :</b> June 2012 – June 2012  <b>Job Title :</b> Training  <b>Company:</b> Bahrain Development Bank (BDB)</p> 



## COURSES:

Descriptions
<p>May 2015            Certified successfully from ICDL on Word Processing, Spreadsheets (Excel) and Presentation (Power Point)</p> 
<p>January 2013 – March 2013            Studied in Bahrain International Retail Development Centre for 3 months (BIRD)            Retail Courses</p> 
<p>June 2011            Certified from City and Guilds of London International English for Speakers of Other Languages            IESOL</p> 



## REFERENCE:

Available upon your request

KINGDOM OF BAHRAIN  
Ministry of Education

Higher Education Council  
Secretariat General



مملكة البحرين  
وزارة التربية والتعليم  
الامانة العامة  
لمجلس التعليم العالي

رقم التعليم العالي: 21414773

الرقم: 02/OB/17-18/381

التاريخ: 05/09/2018

### إفادة

بشأن المؤهلات العلمية الممنوحة من مؤسسات التعليم العالي الخاصة  
المرخصة من حكومة مملكة البحرين

تفيد الأمانة العامة لمجلس التعليم العالي أن:

الطالبة/ رقيه عبدعلي سلمان علي سلمان

رقم الهوية/ 950104655

الجنسية/ مملكة البحرين

حصلت على شهادة/ البكالوريوس في الإعلام والعلاقات العامة

من مؤسسة/ الجامعة الأهلية

المرخص لها بموجب قرار رقم (03-1626) الصادر لها في تاريخ (25/03/2001)

وقد أعطيت هذه الإفادة للمذكورة أعلاه بناءً على طلبها بعد الاطلاع على أصل الشهادة الممنوحة لها والصادرة بتاريخ 01/08/2018.

وذلك استناداً إلى الخطاب الوارد بصحة هذه الشهادة من مؤسسة التعليم العالي الخاصة المذكورة أعلاه رقم 201828793 بتاريخ 30/08/2018، دون أي مسؤولية في ذلك.

الدكتورة هني محمد البلوشي  
الأمين العام المساعد للتقييم والاعتمادية



بسم الله الرحمن الرحيم

رقم التعليم العالي: 21414773



الجامعة الأهلية  
AHLIA UNIVERSITY  
BAHRAIN

## وثيقة تخرج

إستناداً إلى قوانين الجامعة الأهلية وبعد الاطلاع على نتائج الامتحانات في الجامعة والتحقق من استيفاء جميع متطلبات التخرج و بناءً على توصية مجلس

كلية الآداب والعلوم

واعتماد مجلس الجامعة تقرر منح

رقيه عبدعلي سلمان علي سلمان

درجة البكالوريوس في الآداب و العلاقات العامة

بمئة جيز جيز

مع جميع حقوق هذه الدرجة وامتيازاتها.

تم تحرير هذه الوثيقة بتاريخ 1 أغسطس 2018



رئيس الجامعة

عميد الكلية

عميد شؤون الطلبة







This is to certify that:

**Rugaya AbdAli salman**

**CPR: 950104655**

*Has Successfully completed the Ministry of Works Industrial Training Program*

*At: Communication Directorate*

*Related to Requirements From: Ahlia University*

*For: BSc. Mass Communication & Public Relations*

**From: 10/06/2018**

**To: 09/08/2018**

**Ref. HRD.TDS.88.2018**



**Yousif Mohammed**

**Chief, Training & Development**

# ICDL PROFILE CERTIFICATE

RUQAYA ABDALI SALMAN

has successfully completed the following modules

قد اجتاز بنجاح المقررات التالية

المقرر Module	المنهج / إصدار البرنامج Syllabus / Software Version	اللغة Language	التاريخ Date
Word Processing	Syllabus 5.0 / Office 2010	English	26/05/2015
Spreadsheets	Syllabus 5.0 / Office 2010	English	28/05/2015
Presentation	Syllabus 5.0 / Office 2010	English	28/05/2015

This candidate has achieved the ICDL Profile



Jamil Ezzo, Director General  
ICDL Arabia

Verify the authenticity of the certificate by scanning this QR Code  
or visiting [www.icdlarabia.org/g/08E7B8](http://www.icdlarabia.org/g/08E7B8)  
Certification Date: 28/05/2015  
Skills Card No. GCC 130 434490  
ICDL ID No. 950104655





مملكة البحرين

وزارة التربية والتعليم

مدرسة الحورة الثانوية للبنات

العام الدراسي ٢٠١١/٢٠١٢م

## إفادة السيرة والسلوك

تفيد مدرسة الحورة الثانوية للبنات بأن الطالبة/ رقية عبدعلي علي سلمان ،  
المسجلة في المدرسة ، الرقم الأكاديمي ٦٤٢-٢٠٠٩ للعام الدراسي ٢٠١١/٢٠١٢م  
قد سعت داخل المدرسة إلى الالتزام والتقيد بالواجبات الواردة في لائحة الانضباط  
المدرسي.

قدمت هذه الإفادة بطلب منها ، ولا تتحمل المدرسة مسئوليتها جراء ذلك ،،

حرر في : ٢٠١٢/٦/١٢م

توقيع مديرة المدرسة

ملكية سليمان الفراء

ملكية سليمان الفراء





# CERTIFICATE

This is to certify that

Rogaya Abdali Ali Salman

has completed the

## ENTREPRENEURSHIP ORIENTATION PROGRAM

Conducted by Bahrain Development Bank and supported by

Directorate of Technical and Vocational Education, Ministry of Education

10-12 June, 2012

Kingdom of Bahrain



Nedhal Saleh Al Aujan  
Chief Executive Officer

City & Guilds Entry Level 1 Certificate in ESOL International (reading,  
writing and listening) (Preliminary A1)  
500/1763/9

is awarded to  
**RUQAYA ABDALI SALMAN ALI**

who has achieved the following

International English for Speakers of Other Languages (IESOL) - Preliminary -  
A1

Pass

Ofqual



Awarded 24 June 2011

240611/8984-71/806037/VBO7224/F/13/01/95 Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

606290176/130

Michael Howell

M Howell  
Chairman  
The City and Guilds of London Institute

Chris Jones

Chris Jones  
Director-General  
The City and Guilds of London Institute

