

WIAAM AHMED HAMID HAG AHMED

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PERSONAL INFORMATION

Date of birth: 4 Jan 1997

Address: East Riffa /Bahrain

Nationality: Sudan

C.P.R No. 970119151

EXPERIENCE

HR & ADMINISTRATION, at 3D SERVICES FOR OFFICE PRINTING SERVICES 2015-2019

Software skills, internet research abilities and strong communication skills.

My responsibility was:

- Follow up and review with staff and assess their performance
- Answering incoming calls; taking messages and re-directing calls as required.
- Social Media Manager and Marketing
- Dealing with email enquiries.
- Diary management and arranging appointments.
- Data entry.
- General office management such as ordering.
- Arranging both internal and external events
- Accounting & Coordinator

DESIGNER, at 3D SERVICES FOR OFFICE PRINTING SERVICES 20192014-

- Designing magazines, designing logos, business cards, Banners and posters.

DATA COLLECTOR - IGA UOB

SUPERVISOR, at 3D SERVICES FOR OFFICE PRINTING SERVICES 2014-2015

My responsibility was:

- Helping the team understand performance targets and goals.
- Training or ensuring that workers are properly trained for their specific roles.
- Sharing company updates, financial results and new objectives with team members.
- Supervisor for handling.
- Identifying and resolving workplace problems, including tardiness or absenteeism.
- Providing reports and activity updates to management.

EDUCATION AND CERTIFICAT

ARAB OPEN UNIVERSITY – BAHRAIN

- Bachelor Of systems Information management

“This specialization includes management skills, information technology, marketing, promotion, human resources, employee recruitment and selection methods, financial and managerial accounting, effective and strategic thinking, thinking and decision making skills, small project management methods, preparation of feasibility study and reporting skills for daily, monthly and annual work, and analysis of the work environment from competitors, opportunities, strengths and weaknesses. Potential risk and SOWT Analysis”

(Expect graduate , my lecture 4 hours in week)

- High school certificate (science department)

Society Work

- + Vice president of Dar Al Salaam volunteer Team.
- + Chairperson of the Committee of Information in the Khalidiya Youth Society.
- + Association of KHALDIYA YOUTH 3 – ORGNIZED
- + Association o FAZ3AT SHABAB – 2019
 - Participation in the campaign of Ramadan Aman 8
- + KNOWLEDGE RESOURCE CENTER - MINISTRY OF EDUCATION
ORGANIZED & TRAINER - VOLANTEER WORK – 2019
 - My responsibility_ was to supervise children and organize program and activities
- + SHARIFA AL AWADHI CLUB FOR CHILDREN AND YOUTH - MINISTRY OF LABOR AND SOCIAL DEVELOPMENT
ORGANIZED & TRAINER - VOLANTEER WORK
2018. JUL-2018.AUG
 - My responsibility was to supervise children and organize programs and competitions.

COURSES AND WORKSHOPS

- The Fourth Forum of the **Royal Charity Foundation for Orphans** entitled Human Dignity. - BAHRAIN.(2019).
- Digital Marketing And Promote – **Google Curses**, Online.
- Financial Report Skills - **Gulf University - 2019**
- Workshop of leadership skills – **AOU University (2018)**
- Time management – online course, Udemy Website.
- Presentation Skills Workshop. – **AOU University.**
- Academic Research Workshop. – **AOU University.**
- The Second ICT Innovation and entrepreneurship – **University Of Bahrain (2017).**
- Business Strategy Workshop – **Tamkeen Bahrain (2017).**
- Market yourself workshop - **AOU University (2017).**
- Startup Weekend Workshop – **Tamkeen Bahrain (2017)**

- Smart phones Debate – **AOU University (2017).**
- Time Management Workshop – **AOU University (2017).**
- Human Resource Workshop. – **AOU University. .(2016)**
- Effective Thinking Skills Workshop. – **AOU University.(2016)**
- Management Skills Workshop. – **AOU University.(2016)**
- **Amana Capital Trading** Course Marketing skills Workshop - Grand Elite Hotel - Bahrain (2016).

ACHIEVEMENTS

- The distinguished media decoration of the Association of FAZ3TApeople of Ramadan Aman 8 - 2019
- Member of the **youth inspirational team"** team for community work "
- Member of **Amnesty International** – online.
- Author on **Ziid** –Online:
- Member of **MUBADARAT** office for Organization Events.
- Volunteer with Royal **Charity Organization.**

SKILLS

- License driver Bahrain
- Good communication - written and oral skills
- Effective negotiation skills and communication skills
- Ability to work under pressure.
- Ability to work cooperatively
- Ability to prioritize tasks and make decisions.

Software Skills

- MS office – Good
- Photoshop - Good

➤ Language

- Arabic – Mother Language
- English – Good

PERSONALITY

- Communicative
- Punctuality
- Creativity
- Organized
- Respect Time
- Fast in learn
- Motivation.

HOBBY

- Chess
- Design
- Reading
- Traveling