

CV

NAME : EMAN SALAH MOHAMMED KHAIR OSMAN

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OBJECTIVE:

TO BUILT A CAREER IN SECRETARIAL OR BUSINESS & MANAGEMENT WITH A MODERN ORGANIZATION WHERE CONTRIBUTION TO THE ORGANIZATIONAL OBJECTIVES WILL PROVIDE OPPORTUNITIES FOR PROFESSIONAL AND PERSONAL DEVELOPMENT.

QUALIFICATION.

SALAH SECONDARY SCHOOL 2003.

COMPUTER CERTIFICATE (DSCR) FROM BAHRAIN MODERN INSTITUTE 2007.

AL MOALEM INSTITUTE (ENGLISH CERTIFICATE) 2012

KEY SKILLS :

VERY GOOD ANALYTICAL, INTERPERSONAL AND COMMUNICATION SKILLS EXCELLENT COMMAND COVER WRITTEN AND SPOKEN ENGLISH.

A DYNAMIC TEAM PLAYER, CONSISTENTLY MOTIVATING OTHERS TO ACHIEVE GOATS.

VERY WELL ORGANIZED , ENTERPRISING AND RESOURCEFUL UNDER PRESSURE.

QUICK LEARNER

WORK EXPERIENCE :

FROM FEBRUARY 2006 TO JULY 2008

HAS BEEN WORKING WITH BUDYAI STATIONERY. IT'S ONE OF WELL-ORGANIZED STATIONARY WHERE IS PROVIDE MANAGEMENT AND SECRETARIAL SERVICES , TAKING ALL ARRANGEMENT FOR THE MANAGEMENT MEETING, PREPARING AGENDA FOR MEETING, DRAFTING MINUTES OF THE MEETING , FOLLOWING UP THE IMPLEMENTATION OF THE MANAGEMENT RESOLUTION, ARRANGING MEETING WITH CLIENTS

FROM AUGUST 2008 To JULY 2012

FIVE YEARS EXPERIENCES AS ENGLISH TEACHER IN PRIVATE INSTITUTE IN BUDAYIA (EVENING TIME). FIVE YEARS' EXPERIENCE AS SECRETARY FOR LAW FIRM. WHERE RESPONSIBLE FOR ASSISTING IN DRAFTING DEFERENT TYPE OF CONTRACTS IN RELATION TO DEVELOPMENT OR INVESTMENT AS WELL AS PREPARING CONFIDENTIALLY AGREEMENT OR NON-DISCLOSURE AGREEMENTS IN RELATING THERETO AND WHENEVER NEEDED. CO-OPERATE AND FOLLOWING UP WITH DEFERENT ATTORNEY OFFICE AS OUTSOURCE TO DEFEND THE CLIENTS , RIGHT BEFORE ALL LAW COURTS IN THE KINGDOM OF BAHRAIN . PREPARING THE AGENDAS FOR GENERAL ASSEMBLY MEETING IN COORDINATION WITH LAWYER, SENDING AGENDAS AND APPOINTMENT FOR THE MEETING TO THE BOARDS OF DIRECTORS AND COORDINATING WITH THEIR SUGGESTIONS.

WRITING DOWN AND TAKING MINUTES TO BE SENT TO THE CHAIRMAN AS WELL AS TO THE BOARD OF DIRECTORS BEFORE FINALLY BEING SIGNED. WRITING ALL TYPES OF PETITION AND RESPONSE BEFORE ALL TYPES OF LAW COURTS.

FROM JULY 2012 To JULY 2015

*EXPERIENCE AS SECRETARY FOR LAW FIRM, FOLLOWING THE COURT PROCEEDINGS OF ALL KINDS AND LEVELS, AND FOLLOWING UP THE FILES IN PUBLIC PROCREATION IN ALL

DIVISION AND LEVELS , EXCELLENT EXPERIENCE IN THE (EXECUTION COURT) WRITE THE LETTERS AND COLLECT FUNDS DEPOSITED ALL LEGAL REGULATION .

*TRANSLATION DOCUMENTS IN ARABIC & ENGLISH. PERSONAL.

FROM JULY 2015 up to 2018

EXCELLENT EXPERIENCE IN ALL KIND OF (DOCUMENTS CLEARANCE) : 1-

CR WEBSITE (NEW CR – ADD BRANCH -....EST..)

2- LMRA (VISA – LOCAL TRANSFER – DEPENDANT – INVESTOR)

3- CPR (NEW – RENEW –UPDATE)

4- IMMIGRATIONS .

5- ELECTRICITY AND WATER

DETAILS :

CPR No: 870413678

DATE OF BIRTH : 13.04,1987

STATUS :SINGLE

NATIONALITY: :BAHRAINI'

ADDRESS

FLAT No : 1

BLDG No 1093

ROAD No 5049

BLOCK No BUDYIA 550

REFERENCE :

TAISEER ABDULLA KHALAFALLAH . HEAR LEGAL CORPORATE GRAND THOMTON
ABDULAAL... MOB 39632865