

## Personal Details

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**CPR/ID Number:** 950810550

**Date of birth:** 22-8-1995 **Age** 24

**Nationality:** Bahraini

**Marital Status** Single



## Educational Qualifications:

Date	Particulars
June 2013	Graduated from Hamad Town High School "Commercial Sciences Major" with a percentage of 80.9%.
June 2019	Completed the graduation requirement for a Bachelor's degree program in information technology & computing. Awarded by the Arab Open University, Bahrain division.

## Employment History

<b>Date</b> Jan 2013	<b>Shaikha May Al-Otaibi of Mayasem Communication</b> Assisted for a two week period. My responsibilities included: Greeting and receiving guest, telephone aid and assistance to clients, potential and actual. These duties required a high level of interpersonal skills and language proficiency in both Arabic and English. Other duties involved the promotion of the Motor fixation television series
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### Employment History Contd.

#### Date

- Aug 2013** Participated in the television series Motor Fixation which was shown daily during Ramadan 2013. My role in the team covered showing viewers how to upgrade and improve motor cars.
- 2015** An awareness advertising project with the Ministry of the Interior.
- April 2016 – To Date** I was recruited by the Bahrain International Circuit safety and security department. My responsibilities included Public liaison contact with various safety and management officials
- May-Jul 2016** I was part of the Zara retail outlet in City Centre and was involved in general sales and customer service
- July 2017** I supported the work of Dr, Khalid Bo Motaia of ProAct. This included: Advertising, event management, public relations and quality management.

### Volunteer Work

#### Date

- 2012** Completed a 60 hour community service course for internal and external application.
- March 2013** Accomplished 10 hours of training program General Motor Vehicle Knowledge
- Sep 2013** Volunteered with Actsmart to help them host the 2nd Gulf Forum for Medical Administration. Duties and responsibilities included facilitating with the seating plan, preparing welcome gifts and general overall assistance to ensure the event was a success.
- Aug 2014** Participated in the First Aid program at Youth City under the General Organization for Youth and Sports. Duration 3 weeks,

Volunteer Work contd.

**Date**

<b>Mar 2015</b>	Undertook volunteer work with Actsmart in holding a Public Relations seminar
<b>Apr-May 2015</b>	Nominated by the Royal Charity Organization to attend a 45-hour training program run by the Bahrain Quality Society. The course covered topics such as Team Work, Work Ethics, Responsibility, Expectations in the workplace, Advertising, event management skills, public relations and quality development and management.
<b>Dec 2015</b>	Attained membership of the AIESEC organization and was involved with: leading, interacting, presentation and administrative tasks
<b>Dec 2015</b>	Participated in organizing the 3th 'Six Sigma' forum (The Drive for Perfection)
<b>Feb 2016</b>	Participated in the 3rd Gulf Forum for Human Resource Development and Innovation Management.
<b>Mar 2016</b>	Was a participant in course in the Employability and Success Skills which was organized by Horizons HRD
<b>.Mar 2016</b>	Took part in the 3rd Gulf Forum of 'The ways for dealing with administrative and financial alliances
<b>Mar 2016</b>	Volunteered with The Folk Poetry Society and helped them to organize and host the event 'Harmony Symbol'
<b>Jul 2016</b>	Became a volunteer for AIESEC, Alexandria, Egypt to develop a project which was based on voluntary work, charity, fighting poverty and participating in the activities organized by AIESEC Alexandria, Egypt.
<b>.Feb 2017</b>	Joined the student council as an active member at the Arab Open University

The voluntary work and positions have helped increase my understanding and implementation of inter-personal skills, the importance of accuracy and team work

### Personal Achievements, Hobbies and Interests



- First place in Riffa Football Club Championship for buds in 2008.
- First place in Best team of geniuses in school in 2010.
- First place in Bahrain Premier League for Karate in 7/12/2012.
- First place in Bowling tournament at Funland center in 2016.
- My main hobbies are : running, drawing, swimming, ice skating, football, gymnastic, basketball, volleyball, bowling, table tennis and traveling.
- Participated as a football player for the Arab Open University in the universities league between Dec to April 2019
- Designed a web page/site as part of a graduation project which helps the general directorate of traffic to make driving lesson sessions faster and easier by booking online, May 2019.