**CURRICULM VITAE**

**Personal Details**

Name: Zainab Jaffer Abdulla

Address: Villa 2703, Road 344, Mahazzah 603, Sitra, Bahrain

Nationality: Bahraini

CPR No: 921003323

Birth date: October 13, 1992

Mobile: +973-66339958

Email: Zainab21m@gmail.com

Marital Status: Married

**Computer Skills**

MS Office (Word, PowerPoint, Excel, and .etc.)

 C++

 AutoCAD

 Adobe Software

**Business Skills**

 Critical Path Method (CPM) in project Management

 Communication skills ( communicate effectively with customers, colleagues, employer)

 Interpersonal skills

 Team working skills (an effective member in the team)

 Problem solving

 Work under pressure

**Human Resources Skills**

 Bahrain Labor Law

 Recruitment and selection process.

 Evaluating skills

 Make reports

 Monitoring skills.

**Languages**

Arabic (Mother Tongue).

 English.

**Education**

**2007-2010** Sitra Secondary School (Science)

 **2014-2017** National Diploma (ND) In Human Resources Management from Bahrain Training Institute (BTI).

* English Course (Spoken English Intermediate) with grade A from Aptic Institute

**Employment Experience**

3 months training in Ministry of labor

**Hobbies and Interests**

Reading

 Research

 Social work

 Representation

**Activities**

Member of Sitra Charity Fund.

**References**

**Ms. Zahra Almowlani**

**33082333**

**Teacher in Bahrain Training Institute**

**Ms. Abigail**

**33855727**

**Teacher in Bahrain Training Institute**