**E M A N A L A L A W I ’ S R E S U M E**

# Personal Details



**Address:** Villa 1728, Rd 5745, Abu Qwa – Saraya 2 Block 457

**Nationality:** Bahraini

**Date of Birth:** 15th July 1990 **Place of Birth:** Bahrain **CPR:** 900710292

**Passport number:** 2397928 **Marital Status:** Single **Contact No:** 33779767

**E-Mail**: [eman\_sb90@hotmail.com](mailto:eman_sb90@hotmail.com)

# Professional Summary

High-achieving HR Manager adept at driving company growth and productivity by locating the best  
talent and establishing effective, modern policies for the workforce.

# Education

25 June 2013 – 7 Mar 2014 Professional Diploma In

Human Resource practice & LD

Chartered Institute Of Personnel

& Development, London – Uk

2008 July -2010 Jan Bachelor Degree In HR Management University Of Colorado Denver

*(United State Of America)*

2016- Present Second Bachelor Degree In Business Administrative Arab Open University

# Work History

25 Nov 2017- Present

27 Oct 15 – 27 Oct 17

23 Feb 15 – 19 May15

GCC Human Resources Manager Quality Wire Products CO.

Senior Human Resources Analysis AJM Kooheji group BSC

Human Resource Assistant Alzain Trading Co,

15 Mar 14 – 14 Apr 14 Human resource Analysis &

Training Coordinator – English Language instructor

Awal Plastics

1 Jan 11 – Jan 12 Customer Relation Management

& raising Reports “super visor”

National Motor Company

30 Oct 10 – 30 Oct 11 CC Agent / Qc

Acting Duty Manager

Bahrain Telecommunication Co

# PROFESSIONAL SKILLS

* + Conflict management
  + Effective planning
  + Articulate and well-spoken
  + Society for Human Resource Management
  + In-depth knowledge of HR Compliance
  + Professionals in Human Resources Association
  + Report analysis
  + Accurate and detailed
  + Human Resources Certification
  + Problem solving

# LANGUAGES

* + Mother Languages Arabic / Fluent
  + English / Fluent

# References

References are available upon request .