



# Hajar Shaaban

## Professional Summary

Recent BA English Language and Literature graduate and French Language minor holder, specializing in language training and project management.

Currently managing the new French program of the NGO Dream Big in cooperation with the French embassy to provide opportunities, improve communication skills and relationship building.

## Languages

Arabic - Native  
English - Fluent (C1)  
French - Beginner (A2)

## Core Competencies

- Corporate Training
- Project Management
- Relationship Building
- Flexibility
- Critical Thinking
- Concentration Under-pressure
- Transcription and Translation
- Written and Verbal Communication Skills

## Interests

- Reading
- Volunteering
- Community service
- Handcrafts

## Contact

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Bahrain.

## Experience

**Part-Time English Language Teacher**  
*Al Muheet Institute | Dec 2020 - Present*

Teaching English Language courses from an internationally certified awarding body, Oxford. Conducting physical classes for students of the age group 5-18 years old following the BQA standards.

**StoryTeller**  
*Storyteller Team - Hakawatyy | Aug 2020 - Present*

Hakawatyy is an interactive Arabic and English online storytelling program for kids between the ages of 4 - 12 years old in the MENA region.

**Part-Time CEO Assistant**  
*Egyptians' Mayor Supermarket - Bahrain | Aug 2020-Present*

Coordinating office work and documents. Executing administration work. Financial Management Representative.

**English Language Trainer/Head of The Department**  
*Alnada Training Centre - Bahrain | Nov 2019-Jul 2020*

- Teaching English Language courses from an internationally certified awarding body, Pearson. Preparing lessons and session plans according to the Bahrain Quality Authority's standards. Conducting physical and virtual sessions for +300 hours for students of the ages +16 Years old.
- As the head of the department, recruiting part-time trainers, running and managing all batches, and provide the new trainers with the needed training to apply the BQA standards.

**Team Leader**  
*Dream Big Organization - Bahrain | 2017-Present*

A non-profit organization contribute to improve public school students' English by utilizing the collective power of community and voluntary resources. Holding the ability to deal with students of special needs. Running the program in Isa town branch.

**Business Owner**  
*Bahrain | 2016-2017*

Owned a successful business on Instagram platform for Handcrafts: Giveaways, Props, Frames for all occasions and Car Hangers with +500 BD revenue.

**Administrative Secretary**  
*Hussain Ali Janahi Quran Centre - Bahrain | 2012-2019*

Executing administration and secretary work. Managing social media accounts. Organizing trips and events. Planning and executing summer programs including cooking and handcrafts. Organizing national competitions such as Bahrain Grand Prize for the Holy Quran.

## Education

### BA English Language and Literature

University of Bahrain | 2015-2019

Major in English language and literature, minor in the French language

#### Organizing:

- Represent the French department in Bahrain's National Day celebrations (2018).
- 'Orientation Activities' for new students (2018).
- Stage Performance in The English Language Drama Festival (2017).
- Events celebrating 'Bahrain's National day' (2016).

## Achievements and courses

- AIESEC Virtual Series - The Near Future (2020).
- INJAZ Bahrain Virtual Job Shadow Program (2020).
- Train of Trainers Course with Ta'seel Education & Management Consultancy (2019-2020).
- Innovation Camp Program, in cooperation with Injaz (2019).
- Being a judge at The Indian School Youth Festival, for Arabic Public Speech competition (2019).
- Being a judge at The Indian School Youth Festival, for Arabic Dance competition (2019).
- Organizing Summer Camp, Muharraq Model Youth Centre (2019).
- 'Me No Speak English' workshop, Y Access Training Solutions(2019).
- Head Start workshop, in cooperation with Injaz (2016).
- Organizing 'Labor Day Ceremony', Saar Mall (2016).
- Career Success workshop, in cooperation with Injaz (2015).
- The Annual Loyalty Camp 11 for Scouts, Istiqlal School Scouts (2015).
- 60 Hours Community Service in Down Syndrome Centre, Manama (2014).
- Entrepreneurship Master Class, Injaz (2013).

## Volunteering Experience

### A New Member in AIESEC

AIESEC - Bahrain | 2020

Working on applying SDG4 by planning a program for students of the age group 15-19 years old to acquire advanced skills of STEM.

### Volunteer

Al-Sanabel Orphan Care Society - Bahrain | 2016-2017

Organizing events, trips and programs/workshops for the benefit of the orphans.

### Team Member

Alatta Voluntary Team - Bahrain | 2015-2016

- Organizing social events for all occasions in association with different organizations, companies and individuals.
- Raising and distributing charities for underprivileged families.
- Cooperation with Al-Sanabel Orphan Care Society.