



PERSONAL INFORMATION:

Nationality: Bahraini

Date of Birth: 08th January 1995

CPR Number: 950102504

Contact Number: 35324838

Email: fatima-b95@hotmail.com

EDUCATIONAL QUALIFICATION:

2012-2016 **B.Sc. Business Administration** – Applied Science University

2009-2012 **High school Certification (Commercial)** – Al-Maarifa Secondary School

WORK EXPERIENCE:

Feb - Sep 2019 HR Administrator: Al Khalidia Holding Group

Mar2018-Jan2019 Trainee: AlBaraka Banking Group – “Corporate Communications & PR/ Branding”

May - July 2017 Internship: Equilibria Digital Solutions – “Client Relations / Social Media”

Oct - Dec 2015 University Training: Southern Governorate Police Directorate – “HR”

VOLUNTEER WORK:

April 2020 Volunteered in the National Campaign (Mutakatfeen - together for the safety of Bahrain to combat COVID-19) at The Supreme Council for Women.

TRAINING CERTIFICATIONS:

April 2018 Arts of Effective Communication

April 2018 Team Building and Teamwork Skills

Sept 2018 Leadership and Managing People

SKILLS:

- Excellent written and verbal communication skills (Arabic & English).
- Highly organized and effective.
- Ability to work independently or as part of a team.
- Proven leadership skills and ability to motivate.
- Problem solver, creative attitude and quick learner.
- Technical: Microsoft; MS Word, MS Excel, MS PowerPoint.