



FATEMA HUSAIN HASAN

Contact Details

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Nationality Bahraini
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Interpersonal Skills

- Time management
- Planning and organizing
- Problem solving
- Teamwork and communication
- Multitasking

Technical Skills

- Computer essentials
- Online essentials
- Microsoft office

Interests

- Outdoor activities
- Volunteering
- Cooking @treatsjar.bh
- Reading

Languages Spokes

Arabic Speaking & writing
English Speaking & writing

References

Available upon request

Summary

An educational background in Logistics Management and professional career in Project Management, a project coordinator possessing the knowledge and practices of planning & organizing, communication and maintaining workflow.

Education

- Bahrain Polytechnic

Bachelor of International Logistics Management

- Professional Diploma Logistic & Transport

- UK Level 4 professional Certificate

in Productivity improvements

- Certificate in Logistics & Transport

Sep 2015 Jan 2020

June 2017 Oct 2019

July 2019 Aug 2019

Jun 2018 Feb 2019

Work Experience

Project Coordinator at Pyypl

March 2021 Current

- Maintain projects workflow
- Oversees projects progress
- Assist in project launching in different countries
- Preparing progress reports

Strategy Intern at Brinc MENA

Sep 2020 Feb 2021

- Assist with administrative and research work
- Prepare business development presentations
- Scheduling and coordinating corporate services appointments
- Developed proposals for strategy clients
- Research potential strategy clients

Intern at BAC

Sep 2019 Nov 2019

- Prepared Meeting Minutes
- Prepared the Cargo Snapshot Report

Intern at Agility Bahrain

July 2019 Aug 2019

- Developed a productivity improvement project for the CO-Packing Department

Intern at DHL Bahrain

Aug 2018

Sep 2018

- Worked in the Operations Department preparing different shipment reports

Intern at Ramsis Engineering

Jan 2018

Feb 2018

- Data entry in the Warehousing Department

Organizer at Muharraq

Modal Youth Center

July 2017

Aug 2017

- Team leader
- Purchasing program supplies
- Planning the registration process

Other Activities

2016

2018

Voluntary work at Youth City 2030

- Organizer in the logistics committee
- Fulfilling daily requirements of other committees
- Conducting procurement process

