



# 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

## 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