

Maryam Mohammed Shaaban

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Objectives

Interested in a profession where i can handle duties and responsibilities that fit my qualification and education. Furthermore, being in an environment where I can capitolize on my skills and expertise, gain experince and be on a path towards a challenging career life.

Work Experience

- **Strategy and Business Development Intern at Bahrain Real Estate Investment “Edamah” (July 2024 – October 2024)**
 - Conduct market research to identify potential opportunities
 - Support strategic planning and business development projects
 - Collaborate with team members on various projects and initiatives
 - Assist in the analysis of current market trends, and property values
 - Utilizing the land parcel enquiry for zoning and classification
- **Temp Employee as Corporate Communication at Bank of Bahrain and Kuwait “BBK” (July 2022 – June 2023)**
 - Assist in implementing and planning, BBK 50th Anniversary Events
 - Assist in drafting press releases, social media post
 - Support the coordination of corporate events and media engagements
 - Collaborate with team members on various communication projects
 - Handle routine media queries and requests
- **College Liaison at Royal University for Women (October 2019 – April 2021)**
 - Collaborate with academic advisors and counselors to support students in “BH-KSA”
 - Provide students with information about transfer opportunities and programs
 - Assist in organizing collage fairs, workshop and campus visit
 - Serve as the main contact for collage representatives and students
- **HR Trainee at Aluminum Bahrain “ALBA” (June 2018 – September 2018)**
 - Provide administrative support
 - Create and implement an efficient filing system both hard copy and on the internal system
 - Make phone calls to new candidates and keep them updated on the status of their applications.

Education

- Master’s in Business Administration “MBA” at Ahlia University (September 2020 to March 2022)
Thesis: The Factors Affecting Online Buying Behavior of Consumers during Crises
- Bachelor degree in Human Resources at Royal University for Women (September 2015 – January 2019)

Skills

- **Language:** English (Fluent) – Arabic (Fluent)
- **Computer Skills:** Able to effectively utilize MS Office application (Excel, Word, Powerpoint)

- **Personal Skills:** Working within a group in multicultural and proficient environment, creative thinking and highly motivated.
- Good interpersonal skills with a strong ability to interact and communicate with people at all levels, including internal colleagues and external clients.
- Project co-ordination skills with the ability to complete tasks on an accurate and timely basis

Strengths

- Resilience
- Adaptability
- Attention to details