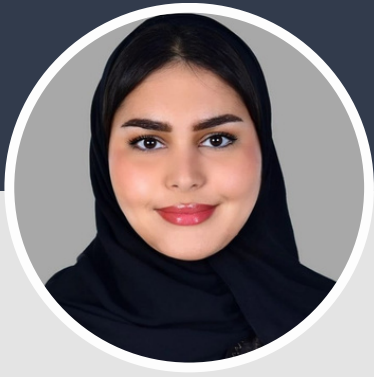


DAREEN MOHAMMED

MANAGEMENT & HUMAN RESOURCE MANAGEMENT

Associate member of CIPD - 90046811



CONTACT

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Manama, Bahrain

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SKILLS

- Oral & written communication skills
- Problem solving & analytical skills
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Proficient in computer literacy

CERTIFICATES

- PwC Elevate Mentorship Program
- Etijah Coaching & Consulting "Ladies who Lead" program
- First Aid Workshop by Paramedics Academy Team

VOLUNTEERING

AIESEC Member

September 2022 - February 2023



PROFILE

Recent graduate in HRM & Management field with a strong foundation in management and human resources. Skilled in communication, teamwork, and adaptability, with a proactive attitude toward learning and contributing to organizational success. Dedicated to personal and professional growth while delivering value through hard work, adaptability, and a passion for excellence.



WORK EXPERIENCE

Silah Gulf

September 2024 - December 2024

HR Intern

- Developed 100 detailed job descriptions for diverse roles, ensuring consistency with industry standards and alignment with Silah Gulf's organizational goals.
- Designed a competency framework with defined levels and behavioral indicators, supporting performance management and employee development initiatives.

National Bank of Bahrain

August 2024 - September 2024

Evolve program - HR Intern

- Analyzed the CBB Rulebook to extract and summarize training-related requirements, organizing findings into a structured and comprehensive table for HR reference.
- Conducted research on training trends and market trends for youth in Bahrain, presenting actionable insights to the HR team.

PlayBook

August 2023 - September 2023

HR & Admin Intern

- Screened candidates' CVs and conducted interviews in collaboration with the HR department to identify top talent.
- Developed onboarding materials, including presentations and an interview preparation guide, to enhance new employee integration.
- Prepared employment contracts and offer letters for successful candidates, ensuring accuracy and compliance with company policies.



EDUCATION

Double Major - Bachelors in Human Resource Management & Management

2019 - 2024

GPA: 3.32/4

Polytechnic Bahrain

Highschool Diploma

2018-2019

AMA International School Bahrain