



# LAYAL ALSAIRAFI

## EDUCATION

### DIPLOMA - BAHRAIN BAYAN SCHOOL, ISA TOWN

2006 - Jun 2020

### BACHELOR OF BUSINESS; HUMAN RESOURCE MANAGEMENT MAJOR AND WEB MEDIA MINOR

Sep 2020 - Jan 2026

## SKILLS

- Teamwork skills
- Creativity
- Management skills
- Problem Solving
- Adobe Illustrator
- Critical thinking
- Good communicator

## LANGUAGES

- Arabic
- English
- Spanish

## CONTACT

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✉ layal.sairafi02@gmail.com

📍 Jurdab 733 Kingdom of Bahrain

## PERSONAL STATEMENT

I am a Bahrain Polytechnic student majoring in Human Resource Management and minoring in Web Media. I am a dedicated HR professional and a CIPD Student Member, specializing in delivering high-quality HR services and ensuring compliance within fast-paced environments.

## LEADERSHIP & VOLUNTEERING

- ORGANIZER FOR COLOR RUN - AVENUES  
BAHRAIN, MANAMA Apr 2018
- MANAGING POP UP MARKET  
EXHIBITION, RIFFA May 2018
- DREAM BIG - VOLUNTEER, ISA  
TOWN Jul 2019 - Dec 2019
- STUDENT VOLUNTEER - BPVC,  
BAHRAIN POLYTECHNIC Jan 2020 - Oct 2024
- VICE CHAIR, ART AND CULTURE COMMITTEE,  
STUDENT COUNCIL - BAHRAIN POLYTECHNIC Jul 2024
- FACULTY OF BUSINESS REPRESENTATIVE -  
BAHRAIN POLYTECHNIC Jul 2024

## EXPERIENCE

- SALES EMPLOYEE - THE DIPLOMAT  
RADISSON BLU HOTEL, RESIDENCE & SPA Jun 2024
- MARKETING INTERN - TARTEEB - EVENTS AND  
MARKETING Jul 2024
- HR INTERN - BAHRAIN CHAMBER FOR DISPUTE  
RESOLUTION (BCDR) Jun 2025

## CERTIFICATIONS

Chartered Institute of Personnel and Development (CIPD) – Student Member

Interview Skills Workshop - Munther Bahzad, Bahrain Polytechnic

– Received an ASC Workshop Certificate for successfully completing the Interview Skills Workshop

Presentation and Communication Skills Workshop - Munther Bahzad, Bahrain Polytechnic

– Received an ASC Workshop Certificate for successfully completing the Presentation and Communication Skills Workshop