

Curriculum Vitae



Personal details:

Name: Wafa Ijaz Ahmad

Gender: Female

Nationality: Bahraini

Religion: Islam

Location: Muharraq

Date of Birth: 14 April 1990.

Marital Status: Single

Phone: 33874767

Email: wafaijaz@hotmail.com

Career Objective:

A highly motivated CIPD Associate Member (Level 5) and MBA graduate who has worked as an Administrator. Currently seeking job opportunities in Human Resource (HR) and Administration department, Where I can apply my knowledge to carry out various responsibilities' in functional areas of Human Resource/ Admin department.

Education:

- ❖ *Chartered Institute of Personnel and Development (CIPD Level 5- UK)* - BIBF, Bahrain.
- ❖ *Master of Business Administration* (Major in Human Resource: 2013-2015) - Sikkim Manipal University, Bahrain.
- ❖ *Bachelor of Business Administration (2009-2012)* - Sikkim Manipal University, Bahrain.

Certification:

- ❖ Recruiting, Hiring and Onboarding Employees – University of Minnesota (2020).
- ❖ MS Excel 2013 - Advance Level - Training Plus Institute (2017).
- ❖ Project Management for Beginners -PMI (2020).

Work Experience:

- ❖ Administrator- Middle East Schools (2015- 2018)

Jobs and Responsibilities:

- ❖ Coordination all administrative processes
- ❖ Managing events and planning activities
- ❖ Hire train and advise staff
- ❖ Counsel students when needed
- ❖ Communicate with parents and public
- ❖ Develop and run educational programs

Skills:

- ❖ Sound knowledge of Bahrain labor law
- ❖ Employee relations
- ❖ Onboarding
- ❖ Multitasking
- ❖ Transparency and accountability
- ❖ Interpersonal and effective communication
- ❖ Listening and problem solving
- ❖ Ability to work professionally and ethically
- ❖ Teamwork and collaboration
- ❖ Able to schedule tasks based on their priorities
- ❖ *Computer literacy:* Proficient in MS Excel, MS Word (styles, templates).

Languages:

- ❖ *English:* fluent in communicating and writing
- ❖ *Arabic:* intermediate in communicating
- ❖ *Urdu:* fluent in communicating and writing.

Declaration:

I hereby declare that all above information are true and the best of my knowledge and belief.