



Kainat Rabbani

I am highly motivated self determined individual and I would like to assure you of my dependability, efficiency and reliability at the workplace.

## CONTACT



+973 33480007



kainatrabbani95@gmail.com



22 November, 1995



Riffa, Bahrain

## PERSONAL SKILLS

### DECISION MAKING

### PROJECT MANAGEMENT

### COMMUNICATION

### LEADERSHIP

### TIME MANAGEMENT

## LANGUAGE

### ENGLISH

### URDU

### Arabic

## HOBBIES

MUSIC

GAMES

PICTURE EDITING

TRAVELING

VIDEO EDITING

COOKING

## EDUCATION

- **University Of Bahrain | September 2015 To June 2020**  
Bachelor degree  
Information System (IS)
- **Pakistan School Bahrain | September 2012 To June 2014**  
Higher secondary school certificate (HSSC)  
Computer science field

## WORK EXPERIENCE

- **Freelance**  
Digital Marketing Freelancer | October 2020 To Present
  - Facebook business page, Instagram Marketing
  - Logo designs, Post & ad designs
- **Abdul Rahman Kanoo International School**  
IT support, Project Coordinator | January 2020 To April 2020
  - Designed Personal data protection law (PDPL) Compliance Plan.
  - Presentations were held with Seniors and IT staff.
  - Participated in IT support to manage records and preparation of automatic results.
- **Private Tutor**  
English Teacher | January 2013 To December 2019
- **e-Government Authority of Bahrain (iGA)**  
Data Collector/ Analysis | January 2017 To March 2017
  - Customer satisfaction index project.
  - Direct interview with public sector consumers, such as Bahrain Traffic Directorate, EWA and Central Information Organization.
  - Organize and analyze the collected data.
- **Al- Yaqeen Kindergarten- Bahrain**  
English Teacher | Sep 2014 To June 2015
  - Oversee overall Course management.
  - Ensure safety of students
  - Progress Report to the management
  - Administrator Assistant



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PROJECTS

- Personal data protection law (PDPL) Compliance Plan.  
Project Manager | April 2020
- Pitch Competition by Women Summit 2019  
Presented as CEO of Smart parking application | October 2019
- Bwallet Interface Design Competition  
Team Leader, Interface Designer | October 2019
- Riffa Views Application Interface Project  
Project Manager | May 2019
- Research on User’s satisfaction for Smart Parking in Bahrain  
Researcher | January 2018  
Research is in Publish Phase
- Alia for Early Intervention  
Organizer | May 2017
- ICT Innovation and Entrepreneurship Forum 2016  
Organizer | November 2016
- Telecommunication Regulatory Authority Art Competition  
Artist | May 2010
- Social Studies & General Science Project Exhibition  
Artist | April 2008

Computer Skills

- Microsoft Office
  - Powerpoint
  - Excel
  - UI Design (Adobe XD)
  - Filmora
- Weka
  - SPSS
  - C++
  - HTML
  - Canva



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## CERTIFICATIONS

### ▪ Cisco Networking Academy

CCNA v7: Introduction to networks | April 2020

Introduction to Cybersecurity | May 2020

Cybersecurity Essentials | June 2020

### ▪ Bahrain Institute of Banking and Finance

Business Continuity: Preparing for Pandemics | April 2020

Managing Virtual Meetings | May 2020

Managing a Remote Team | May 2020

### ▪ Project Management Institute

Project Management for Beginners | April 2020

Business Continuity | April 2020

### ▪ Coursera

Marketing Analytics from University of Virginia | July 2020

The Strategy of Content Marketing | October 2020

### ▪ Udemy

Web Hacking and Penetration Testing | July 2020

### ▪ TEC Event Management

An Introduction to Event Management | September 2020