




# Marwa Ahmed Al-Madhoob


## CONTACT:

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 **EMAIL:** Hr.marwa@hotmail.com

 **NATIONALITY:** Bahraini

 **ADDRESS:** H: 214A, R: 3874,  
B: 738, A'Ali, Bahrain

 **DATE OF BIRTH:** 3<sup>th</sup> April 1986  
CPR No.: 860400042

## SOFTWARE:

Microsoft Office Word



Microsoft Office Excel



Microsoft Office PowerPoint



## LANGUAGES:

Arabic (reading- writing- speaking)

100%

English (reading- writing- speaking)

90%

French (reading- writing- speaking)

50%

## OBJECTIVE

Seeking an opportunity to experience the challenges of working in a professional organization or a service oriented establishment to add knowledge to be learning curve and provide me with a solid career.

## EDUCATION:

- |             |   |
|-------------|---|
| 2019 _ 2020 | Victory Institute<br>CIPD- Diploma in Human Resources Practices                 |
| 2010 – 2011 | Bahrain Training Institute<br>National Certificate in Human Resource Management |
| 2004 – 2009 | Bachelor's Degree in Information Systems<br>University of Bahrain               |

## WORK EXPERIENCE:

### (April 2014 – November 2019) | Logistic Cleaning Contracting | HR Officer

#### Outline:

By have a clear understanding of your employer's business objectives and be able to devise and implement policies which select, develop and retain the right staff to meet these objectives.

#### Responsibilities:

- **Recruitment:** starts with job analysis, prepare Job Description, recruitment, interviewing, testing candidates, and prepare employment contracts.
- **LMRA:** Apply new visa, Renew, Cancellation, Transfer, change occupation, and updating employees address.
- **Payroll & Final Settlements:** prepare monthly employees' payroll, leaves and final settlements, then transfer to Banks using BBK Cash Link or CD.
- **Tamkeen:** responsible for Wage subsidy applications, training applications, and wage increments applications.
- **Disciplinary procedures:** Taking disciplinary procedures and acts according to Bahrain Labour Law.
- **Other responsibilities:** Dealing with SIO, Bahrain eGov, MOL, embassies, Ministries, and Immigration.

### (August 2011 – August 2012) | Awal Fiber Glass | HR coordinator

#### Responsibilities:

- Payroll, Recruitment, Renew employees' visas, updating the employee's database).

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## INTERESTS:



Photography



Reading



Movie



Travel



Music

## TRAINING:

(August 2008 \_ September 2008) Training in Civil Aviation Affaires  
Responsible of: preparing annual reports of flights, Data Entry, office administration, and telephone operating.

## MEMBERSHIP:

- ❖ Member of the IT society at the University of Bahrain
- ❖ Member of the Program student Council (PSC) of the IS College



## SKILLS:

- **Computer software:** Knowledge in using Dynamic GP, Oracle SQL developer + Oracle 10g and Microsoft office (Outlook, Word, Excel, Power Point)
- **Team work:** using skills as an individual or as a member of a team.
- **Self management:** evaluating and monitoring own performance, having knowledge and skills through learning from others employee's experience.
- **Problem solving:** being system practitioner in solving problem and analysis the issues that has become.

## REFERENCES:

**Name:** Abdulrahman Buhaza

**Position:** Owner of Logistic Contracting Company

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