



Afaq Neama | Executive Assistant

Location: Manama

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Manage with passion, proactive, focused and highly organized executive assistant with over 7 years of experience in busy office environments, consistently supporting senior management for the long term record setup, incorporating critical details and analyses in running high importance reports.

Skills

- Office Administration
- Prioritizing and Time Management
- Conflict resolution
- Report writing and editing
- Strong leadership and Management
- Team work
- Incorporate details and analyses
- Strong Labor Law background of MOL and CBB.

Achievements

- Received 2 "Outstanding Performance Awards" for delivering exclusive services.
- Successfully managed and completed the IT Developers in-house training and hiring project with Tamkeen.

Experience

Bahrain

Jun 2017 – Dec
2019

Al Methaq Consultancy

Executive Assistance, CEO Office

- Manages as a primary business office and human resource contact for the department.
- Undertake full responsibility for operating accounting services including purchasing and invoicing.
- Consistently provide a friendly assistance support that includes building and maintaining positive professional relationships with clients, service providers and staff.
- Manage and monitor daily activities and special requests of employees in the department, making sure they adhere the standards of excellence in all areas everyday.

Bahrain

Aug 2007 – Jan
2014

Labour Market Regulatory Authority (LMRA)

PA, Executive Assistance – IT Vice President Office

- Support arrangements for project activities and manage utilities service agreements for office operations
- Maintain business documentation including office equipment and property
- Organize and host VIP events with a professional team.
- Management of complex colanders -Setting up and coordinating meetings -Organize conferences including bookings, travels and the agenda -Building professional relationships with clients.

Education

2018

Bahrain Institute of Banking and Finance

Bachelor Degree Human Resource Management

2012

Bahrain Institute of Banking and Finance

International Diploma Leadership and Management

2009

Bahrain Institute of Banking and Finance

International Diploma Science of Business

2007

Isa Town High School

IELTS

Interests

- Travelling
- Art