

# CURRICULUM VITAE



## PERSONAL INFORMATION

**Name:** Sumaya Saqer Alatawi  
**CPR No:** 860202135  
**Nationality:** Bahraini  
**Marital Status:** Married  
**Date of Birth:** 19-February-1986  
**Place of Birth:** Manama-Kingdom of Bahrain  
**Address:** House 426 - Road 1610 Block  
816 Isa Town - Bahrain  
**Phone No.:** 33995752 – 33331341

## OBJECTIVE

To obtain a full-time career in a working environment that offers opportunities to gain and be exposed to any related working experience that suits my qualifications.

## EDUCATION BACKGROUND

- Bachelor in law from Kingdom university 2017.
- Sales & Marketing for one semester at University of Bahrain 2004.
- Obtained a High School Certificate (Commercial) from Isa Town Commercial Girls School in 2004.

## WORK EXPERIENCE

- a. Recruiter in Human Resources Dept. at the Kingdom University (October 2011 – Present)
- b. HR and Admin Assistant at Gulf Diabetes Specialist Centre (April 2011 - September 2011)
- c. Assistant to the Administration Manager at Hyder Consulting Middle East (August 2009 - June 2010).
- d. Communications and Consumer Affairs Coordinator at the Telecommunications Regulatory Authority (April 2008- April 2009)
- e. Office Administrator at the Telecommunications Regulatory Authority (Finance Admin. & HR Dept.) (December 2006 - March 2008)
- f. Group secretary/ Receptionist at the Coca Cola Middle East (Human Resources Dept.) (October 2005 - December 2006)
- g. Customer Relations Technician at Zayani Leasing company (March – October 2005)

## **PROFESSIONAL CERTIFICATES**

- 1. January 2013:** Diploma in Bahrain Labor Law from Victory Training and Development Institute.
- 2. October 2012:** Training Course in Executive Secretarial and PA from Victory Training and Development Institute.
- 3. August 2008:** The Essentials of Public Relations and Communications.
- 4. October 2007:** Managing Multiple Tasks, Priorities and Deadlines.

## **SKILLS**

- Communication Skills.
- Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level.
- Preparing & Writing reports.
- Fast typing.
- Sales & Marketing.
- Customer service.
- Team building.
- Analytical problem solving skills.
- Decision making skills.
- Stress management skills
- Time management skills.
- Translation.

## **HOBBIES**

Reading – drawing – designing – general activities

## **REFERENCES**

Available upon request