***R E S U M E***

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| **OBJECTIVES:** |

**To obtain a responsible and challenging position in higher intention of more ambitious working conditions in terms of career position in Top Management and Business Administration Field, Seeking for Senior Office Manager, Personal & Executive Assistant, Senior Executive Secretary, Senior Admin Officer, Project Coordinator, Assistant Manager, or any Senior Administrative Position that lets me exploit my varied skills and experience of Business Administration and Management.**

**I would like to join a big and International Organization to improve the Management of Business Administration, Human Resources, Manpower Planning, Recruitment and Training, Office Management, ability to establish new environment with appliance my Education & Professional Experience in all Management Branches.**

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| **Personal Information:** |

**Full Name: Ala’a Eddin Fawzi Raja Abu Shehab**

**Date and Place of Birth: July 19, 1982 - Kuwait**

**Nationality: Jordanian**

**Passport Number: Q037054 Date of Expiry: 26/10/2024**

**Place of Residency: Jordan - Amman**

**Marital Status: Married**

**Number of Dependents: 5**

**Religion: Islam**

**Driving License:**

**International Driving License** Valid for 1 Year until 04/08/2022

**Jordanian Driving License** Valid for 10 Years until 23/12/2027

**Kuwaiti Driving License** Valid for 10 Years, expired on 18/07/2021

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| **CONTACT:** |

**Mobile No.: 00962-782111288**

**Current Address: Jordan – Amman “Al-Koum”**

**E-Mail: earthioum@hotmail.com**

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| **BASIC EDUCATION:** |

**DIPLOMA OF BUSINESS ADMINISTRATION.**

THE LONDON INSTITUTE OF TECHNOLOGY & RESEARSH, UNITED KINGDOM.

On September 2004

**HIGH SECONDARY SCHOOL – scientific SECTION.**

FAHAHEEL AL-WATANIYAH SCHOOL, KUWAIT. On June 2000

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| **COURSES, TRAINING PROGRAMS & CERTIFIED CERTIFICATES:** |

**121- certificate of Work in confined spaces –** jordanian pulse academy for occupational safety & health, Jordan – September 2021

**120- certificate of Work on heights –** jordanian pulse academy for occupational safety & health, Jordan – September 2021

**119- certificate of** **Safety in oil and gas fields –** jordanian pulse academy for occupational safety & health, Jordan – September 2021

**118- certificate of Fire, rescue and first aid –** jordanian pulse academy for occupational safety & health, Jordan – September 2021

**117- certificate of Occupational safety and health supervisor –** jordanian pulse academy for occupational safety & health, Jordan – September 2021

**116- attending certificate of Looking at the familiar in an unfamiliar way–** badandy training, Jordan – August 2021

**115- certificate of health care and infection control–** aqaba university of technology, Jordan – August 2021

**114- diploma of health care and management of health institutions –** international accreditation ORGANIZATION (IAO), usa – August 2021

**113- certificate of participation “balance between life & work” –** Skylark international education services, Jordan – August 2021

**112- certificate of participation “teaching is my career and learning is fun” –** Skylark international education services, Jordan – August 2021

**111- certificate of participation “ montessori workshop “how to solve reading difficulties for the children” –** Skylark international education services, Jordan – August 2021

**110- certificate of Introduction to Artificial Intelligence–** unihance, Jordan – July 2021

**109- certificate of Management and Facilitation of an After Action Review –** world health organization, USA – July 2021

**108- certificate of Communication Essentials for Member States –** world health organization, USA – July 2021

**107- certificate of Public health interventions in pandemics and epidemics –** world health organization, USA – July 2021

**106- certificate of Incident Management System –** world health organization, USA – July 2021

**105- certificate of Health Cluster Coordination –** world health organization, USA – July 2021

**104- certificate of training of trainers (TOT) –** TCS academy, Jordan – July 2021

**103- certificate of Strategic information technology –** saylor academy, USA – June 2021

**102- certificate of modern teaching methods –** TCS academy, Jordan – June 2021

**101- certificate of Principles of judicial organization –** GLOBAL HUMANITARIAN PIVOT FOR DEVELOPMENT & RESEARCH, JORDAN – May 2021

**100- certificate of Cyber and information crimes –** GLOBAL HUMANITARIAN PIVOT FOR DEVELOPMENT & RESEARCH, JORDAN – April 2021

**99- certificate of diplomatic work –** GLOBAL HUMANITARIAN PIVOT FOR DEVELOPMENT & RESEARCH, JORDAN – March 2021

**98- certificate of engineering project management –** GLOBAL HUMANITARIAN PIVOT FOR DEVELOPMENT & RESEARCH, JORDAN – February 2021

**97- certificate of Health Services Management –** GLOBAL HUMANITARIAN PIVOT FOR DEVELOPMENT & RESEARCH, JORDAN – January 2021

**96- Education technology (introducation – strategy – applications) –** idraak in-cooperation with Queen rania teacher academy, jordan – October 2020

**95- Introduction to Operations in UNICEF –** UNICEF, USA – October 2020

**94- Logistics at UNICEF –** UNICEF, USA – October 2020

**93- Managing in Emergencies and High-Threat Environments –** UNICEF, USA – October 2020

**92- Education sector analysis and data literacy –** UNICEF, USA – October 2020

**91- Child protection results-based management resource pack – how to plan, monitor and evaluate child protection programmes –** UNICEF, USA – October 2020

**90- Strategies to strengthen the Social Service Workforce for Child Protection –** UNICEF, USA – October 2020

**89- pUBLIC HEALTH REPORTING –** UNICEF, USA – October 2020

**88- the importace of child rights –** UNICEF, USA – October 2020

**87- Results-based management (rbm) –** UNICEF, USA – October 2020

**86- UNICEF and civil society organizations –** UNICEF, USA – October 2020

**85- certificate of understanding debits & credites –** elearning college, UNITED KINGDOM – October 2020

**84- certificate of Facilities Management –** elearning college, UNITED KINGDOM – October 2020

**83- certificate of hotel Management –** elearning college, UNITED KINGDOM – October 2020

**82- certificate of "How to avoid partnership problems?" –** m3aarf center, JORDAN – October 2020

**81- certificate of "How to transfer stress to my friend's motivator?" –** for9a center, JORDAN – October 2020

**80- certificate of** **A complete study on “the art of debate” –** for9a center, JORDAN – October 2020

**79- certificate of Introduction to artificial intelligence –** idraak, jordan – September 2020

**78- certificate of Emotional Intelligence and Leadership –** idraak, jordan – September 2020

**77- certificate of Emotional Intelligence and Society –** idraak, jordan – September 2020

**76- certificate of Self-management and goal setting skills –** idraak, jordan – September 2020

**75- certificate of “Let's Break the Chain of COVID-19 Infection” –** mohammed bin rashed university of medicine and health sciences -uae aid, United arab emarates – September 2020

**74- certificate of work ethic, affiliation and job loyalty –** idlal omantel, oman – September 2020

**73- certificate of twenty-fisrt century skills –** idlal omantel, oman – September 2020

**72- certificate of “Professional certificates” –** idlal omantel, oman – September 2020

**71- certificate of “Your Future career through your personal traits” –** idlal omantel, oman – September 2020

**70- certificate of Cultural understanding -** idlal omantel, oman –September 2020

**69- certificate of Enhance awareness and understanding of professional work basics –** idraak in-cooperation withamerican university of beirut, Jordan – September 2020

**68- certificate of Migration from a humanitarian perspective –** idraak in-cooperation withInternational Federation of Red Cross and Red Crescent Societies, Jordan – September 2020

**67- certificate of COVID-19 Health & Safety Measures for Work Readiness –** Ministry of Tourism & Antiquities, Jordan – August 2020

**66- From Idea to Company “introduction of Entrepreneurship” –** idraak in-cooperation withthe american university in cairo, Jordan – May 2020

**65- Principles of scientific research –** idraak in-cooperation withamman arab university, Jordan – May 2020

**64- Data science and electronic learning –** idraak in-cooperation withdeveloper circles from facebook, Jordan – May 2020

**63- Correct digital presence –** idraak in-cooperation withgoogle skills, Jordan – May 2020

**62- E-Marketing - Manage paid digital campaigns** **–** idraak, jordan – May 2020

**61- certificate of Innovation in government work –** idraak in-cooperation withThe Mohammed Bin Rashid Centre for Government Innovation, Jordan – May 2020

**60- certificate of YouTube creative essentials** – google, USA – May 2020

**59- Google Ads Display Certification** –google, USA – May 2020

**58- certificate of** [**organizational**](http://www.36hourbooks.com/0071740821.php?c=home) **development -** The McGraw-Hill, Newyork, USA – January 2016

**57- certificate of** [**product**](http://www.36hourbooks.com/0071738274.php?c=home) **development -** The McGraw-Hill, Newyork, USA – January 2016

**56- certificate of** [**Operations Management**](http://www.36hourbooks.com/0071743839.php?c=home) **-** The McGraw-Hill, Newyork, USA – December 2015

**55- certificate of** [**Finance for Non-Financial Managers**](http://www.36hourbooks.com/0071749551.php?c=home) **-** The McGraw-Hill, Newyork, USA – December 2015

**54- certificate of** [**attendance**](http://www.36hourbooks.com/0071738266.php?c=home) **anti-money laundering (aml) & combating terrorist financing (CFT) -** RSM Albazie & co, kuwait – December 2015

**53- certificate of** [**Business Writing and Communication**](http://www.36hourbooks.com/0071738266.php?c=home) **-** The McGraw-Hill, Newyork, USA – November 2015

**52- certificate of** [**Accounting**](http://www.36hourbooks.com/0071486038.php?c=home) **-** The McGraw-Hill, Newyork, USA – November 2015

**51- certificate of Development of journalistic skills -** Kuwaiti Journalists' Association & University of Missouri USA, kuwait – From 12 October 2010, To 14 October 2010

**50- Specialized Training Program for Small Projects -** Gulf University, kuwait – From 23 May 2010, To 27 May 2010

**49- Qualifying Certificate for the Kuwait Red Crescent Society -** Kuwait Red Crescent Society, kuwait – From 31 January 2010, To 11 February 2010

**48- attending certificate of financial intelligence -** the amazing events center, kuwait – December 2009

**47- attending certificate of human insight -** the amazing events center, kuwait – December 2009

**46- certificate of NEGOTIATION SKILLS -** The Cyber Institute, Brisbane, AUstralia – July 2009

**45- certificate of OFFICE PROFESSIONAL’S CAREER PACK -** The Cyber Institute, Brisbane, AUstralia – June 2009

**44- certificate of BUSINESS ACUMEN -** The Cyber Institute, Brisbane, AUstralia – June 2009

**43- certificate of UNDERSTANDING FINANCIAL STATEMENTS -** The Cyber Institute, Brisbane, AUstralia – June 2009

**42- certificate of DEALING WITH DIFFICULT PEOPLE -** The Cyber Institute, Brisbane, AUstralia – June 2009

**41- certificate of risK assessment and management -** The Cyber Institute, Brisbane, AUstralia – June 2009

**40- certificate of “THE LAW OF ATTRACTION” -** AL-RASHED CENTER, KUWAIT – June 2009

**39- certificate OF UNDERSTANDING time management -** The Cyber Institute, Brisbane, AUstralia – June 2009

**38- certificate OF Conflict resolution -** The Cyber Institute, Brisbane, AUstralia – June 2009

**37- certificate of MAKING VERTUAL TEAMS WORK -** The Cyber Institute, Brisbane, AUstralia – June 2009

**36- certificate of IMPLEMENT CONTINUOUS QUALITY IMPROVEMENT -** The Cyber Institute, Brisbane, AUstralia – June 2009

**35- certificate of FIRST AID -** Patients Helping Fund Society, KUWAIT – From 15 June 2009, To 16 June 2009

**34- certificate of Social Insurance LaW -** KUWAIT LAWYERS ASSOCIATION, KUWAIT – From 07 June 2009, To 11 June 2009

**33- certificate of Measuring Business Improvement -** The Cyber Institute, Brisbane, AUstralia – January 2009

**32- certificate of** [**Recruitment & Selection**](http://www.thecyberinstitute.com/au/app/modules/cyber/ncyberDetails.php?id=23) **on Human Resources -** The Cyber Institute, Brisbane, AUstralia – January 2009

**31- certificate of introduction to performance management -** The Cyber Institute, Brisbane, AUstralia – January 2009

**30- certificate of Graphonomy (handwriting analysis) -** Quantum Enterprises, england, united kingdom – October 2008

**29- certificate of team work administrative and establishment -** academic for training and distance education, saudi arabia – April 2008

**28- Certificate of effective communication TECHNOlogy -** academic for training and distance education, saudi arabia – April 2008

**27- certificate of Human Resources Development -** kuwait industries union, kuwait – From 23 March 2008, To 26 March 2008

**26- certificate of the right diction for Authority education -** academic for training and distance education, saudi arabia – March 2008

**25- certificate of strategic for thinking skills development -** academic for training and distance education, saudi arabia – March 2008

**24- certificate of successful access by work Stress -** academic for training and distance education, saudi arabia – March 2008

**23- certificate for Standard required for iso certificate -** academic for training and distance education, saudi arabia – February 2008

**22- certificate of meetings management -** academic for training and distance education, saudi arabia – February 2008

**21- Certificate of Corresponding & Writing ReportS -** AMERICAN WORLD UNIVERSITY, CALIFORNIA, USA – From 01 June 2007, To 30 June 2007

**20- CERTIFICATE OF LEADERSHIP DEVELOPMENT & MANAGEMENT -** AMERICAN WORLD UNIVERSITY, CALIFORNIA, USA – From 01 May 2007, To 31 May 2007

**19- CERTIFICATE of Professional training SKILLS -** AMERICAN WORLD UNIVERSITY, CALIFORNIA, USA – From 01 April 2007, To 30 April 2007

**18- Certificate of Administrative Planning Skills -** AMERICAN WORLD UNIVERSITY, CALIFORNIA, USA – From 01 December 2006, To 28 February 2007

**17- DIPLOMA OF HUMAN RESOURCES MANAGEMENT -** AMERICAN WORLD UNIVERSITY, CALIFORNIA, USA – From 01 December 2006, To 28 February 2007

**16- TRAINING DIPLOMA IN BUSINESS ADMINISTRATION -** NATIONAL INSTITUTE, KUWAIT – From 01 February 2006, To 01 November 2006

**15- CAMBRIDGE INTERNATIONAL DIPLOMA IN I.T. SKILLS -** UNIVERSITY OF CAMBRIDGE, UNITED KINGDOM – May 2006

**14- CERTIFICATE IN PUBLIC RELATIONS -** NOOR Al-SALAM Al-AHLI INSTITUTE, KUWAIT – From 08 November 2005, To 08 December 2005

**13- CERTIFICATE IN EXECUTIVE SECRETARY & OFFICE MANAGEMENT -** NOOR Al-SALAM AL-AHLI INSTITUTE, KUWAIT – From 03 September 2005, To 03 October 2005

**12- ATTENDING CERTIFICATE IN FAST READING SKILLS AND NEARO LINGUISTIC PROGRAMMING (NLP) -** ELITE PRIVATE INSTITUTE FOR INTERNATIONAL TRAINING, KUWAIT – From 20 August 2005, To 24 August 2005

**11- ATTENDING CERTIFICATE IN ORGANIZATION OFFICE MANAGEMENT AND INTERNATIONAL ELECTRONIC -** ELITE PRIVATE INSTITUTE FOR INTERNATIONAL TRAINING, KUWAIT – From 23 July 2005, To 27 July 2005

**10- INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL) -** UNESCO CAIRO OFFICE & REDSOFT COMPANY, EGYPT – January 2004

**9- ATTENDING CERTIFICATE IN MACROMEDIA FLASH 5 (LEVEL 2) -** NEW HORIZONS INSTITUTE (HUMAN SOFT COMPANY), KUWAIT – From 12 January 2003, To 15 January 2003

**8- ATTENDING CERTIFICATE IN FRONTPAGE 2002 (LEVEL 2) -** NEW HORIZONS INSTITUTE (HUMAN SOFT COMPANY), KUWAIT – From 24 November 2002, To 27 November 2002

**7- ATTENDING CERTIFICATE IN MACROMEDIA FLASH 5 (LEVEL 1) -** NEW HORIZONS INSTITUTE (HUMAN SOFT COMPANY), KUWAIT – From 17 November 2002, To 20 November 2002

**6- ATTENDING CERTIFICATE IN FRONTPAGE 2002 (LEVEL 1) -** NEW HORIZONS INSTITUTE (HUMAN SOFT COMPANY), KUWAIT – From 10 November 2002, To 13 November 2002

**5- ATTENDING CERTIFICATE IN PHOTOSHOP 6 -** NEW HORIZONS INSTITUTE (HUMAN SOFT COMPANY), KUWAIT – From 02 November 2002, To 05 November 2002

**4- ATTENDING CERTIFICATE IN ADOBE PREMIERE -** NEW HORIZONS INSTITUTE (HUMAN SOFT COMPANY), KUWAIT – From 27 October 2002, To 30 October 2002

**3- CERTIFICATE IN COMPUTER MAINTENANCE (A+) -** PITMAN INSTITUTE - SALMIYA EDUCATION CENTER (IPETQ), KUWAIT – From 21 April 2002, To 21 May 2002

**2- PROFESSIONAL CERTIFICATE IN COMPUTING & PROGRAMMING -** THE AMERICAN UNIVERSITY IN CAIRO (AUC), EGYPT – From 07 October 2000, To 01 August 2001

1. **TRAINING DIPLOMA IN COMPUTING & PROGRAMMING -** PITMAN INSTITUTE - SALMIYA EDUCATION CENTER (IPETQ), KUWAIT – From 07 October 2000, To 01 August 2001

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| **EXPERIENCE:** |

* **Kuwait - From 5 September 2012 TO 25 June 2016**

**Company: Ministry of higher education - kuwait**

**Position: office manager**

**contract with "alalamiah technology group co."**

**Number of employees who report to me: 5 Kuwaiti employees.**



I worked as Office Manager for IT Department in the Ministry of Higher Education - Kuwait, Responsible for all Management Activities

I was responsible for all administration activities in IT Department at the Ministry, handling the tenders for Brochure Specifications and following with Central Tenders Committee in Kuwait, with checking some information with Companies that submitted tender offer.

Preparing, making and following the correspondence for internal memos, Minister Office, Undersecretary Office, Equivalency Department, Missions Department, Administration Department, Finance Department, Public Relation Department, Planning Department, Cultural Offices outside Kuwait (Washington - Los Angeles - London - France - Ireland - Lebanon - Amman - Cairo - Australia - UAE - Saudi Arabia - Bahrain), and Kuwaiti embassies abroad.

Preparing, making and following the correspondence for the letters, Ministry of Interior, Ministry of Justice, Ministry of Education, Ministry of Finance, Ministry of Foreign Affairs, and The Public Authority for Civil Information … etc.

Follow the needs of all IT Employees in the Ministry (more than 50 employees), and processing their leaves, Sick Leaves, Permissions, Training Courses, Business Trip, and Personal Documents related to the work.

Following with other IT companies to cover our Projects & Requirements, receiving the Quotations, proposals, Offers, Invoices, and other correspondence, Preparing the Hotel Booking, Tickets Booking, Issuing the Visa from the embassies in Kuwait.  
Preparing and arranging the meetings & Conferences, sending the invitations, contact with Media Companies to make the stands (roll up) and the announcements, and Writing the minutes of meeting ... etc., Reporting to Executive IT Manager.

I’m giving orders for Two Secretaries under my Level.  
The Average of the Employees Numbers in the IT Department: More than 50 Employees.

\* Website: [www.mohe.edu.kw](http://www.mohe.edu.kw)

* **Kuwait - From 12 July 2009 TO 04 September 2012**

**Company: Gulf Business Services & Recruitment Group (KANEE)**

**Position: Senior Admin Assistant**

**Number of employees who report to me: 3 Employees.**

[](http://www.google.com.kw/url?sa=i&source=images&cd=&cad=rja&uact=8&docid=7AZz7nuYgyhmWM&tbnid=Ro25fUCCz2JxEM:&ved=0CAgQjRw&url=http://www.kanee.com/&ei=2-ynU4eUJ4akPdD4gcgI&psig=AFQjCNGvEkxOfxOLj68h88IgWgtp3kC6pw&ust=1403600475697844)

I worked as Senior Admin Assistant & Personnel Officer at Human Resources & Administration Services Department in Gulf Business Services & Recruitment Group, Responsible for all HR & Personal Activities, Interview, Selection Staff, Recruitment, Contracts, Residency issues, Leaves, Sick Leaves, Training, Transferring, Change of Status, Promotions, Salary Increment, Compensation, Resignation, Service Termination, and Payroll.

I'm Responsible for the Projects with our Company related to HR & Admin. (Kuwait Oil Company – Kuwait Gulf Oil Company – Kuwait Oil Tanker Company – Al-Ahli Bank – City Bank – Kuwait Finance House (IT Department – Commercial Unit) – Kuwait Airport).

I have good knowledge about Kuwait Labor law. I'm Reporting my work to the HR Manager and the Chairman Managing & Director.

The Average of the Employees Numbers in the company: More than 1000 Employees.

\* Website: [www.Kanee.com](http://www.Kanee.com)

* **Kuwait - From 01 September 2007 TO 11 July 2009**

**Position: personnel affairs Manager**

**Assistant manager for human resources**

**Company: Al-Hasawi Group of Companies**

1- Alhasawi Refrigerator & Water Cooler Factories.

2- Alhasawi Water Heaters Factories.

3- Alhasawi maintenance for Refrigeration & Air-Conditioning Co.

4- Alhasawi Air-Conditioning & Refrigeration Equipment Company.

5- Alhasawi Super Markets Company.

6- Sears General Trading & Contracting Company (american company).

7- Ace Hardware Company (american company).

**Number of employees who report to me: 8 Employees.**

[](https://alhasawi.com/wcfactory.html)

I Worked as Personnel Affairs Manager for All Al-Hasawi Group of Companies, Arranging the Studies & Analysis for all employees, I established and arranged system for Organizational Flowcharts and Job Descriptions for all Positions in the Company (more than 100 Job Description), organize and co-ordinate the recruitment and selection of new staff, design and implement staff appraisal systems and develop effective training policies, advise general managers on disciplinary issues, monitor employment legislation, advise senior management on pay and conditions, retention rates and business policy affecting employee relations, keep up to date with best practice in recruitment and selection, Maintain staff records. Approve for the appointment, Residency issues, Leave, Sick Leave, Training, Transferring, Change of Status, Promotion, Salary Increment, Compensation, Resignation, Service Termination and all Human Resources & Personnel Activities, I'm Decision Maker for Al-Hasawi Group of Companies related to Human Resources, Manpower Planning, Recruitment, Personnel Affairs and Payroll. Cooperate with Legal Affairs and Finance Departments; I have good knowledge about Kuwait Labor law. I'm Reporting my work to the General Manager and the Chairman (The Owners for Al-Hasawi Group of Companies in Kuwait).

The Average of the Employees Numbers in the company: More than 1000 Employees.

\* Website: www.alhasawi.com

* **Kuwait - From 01 November 2006 To 30 September 2007**

**Company: Kuwait Oil Company (KOC)**

**contract with "Gulf employment company"**

**Position: Office & Technical Assistant**

[](http://www.google.com.kw/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=hpRVLMSA-6rtkM&tbnid=M3CZg5cK2ljmoM:&ved=0CAUQjRw&url=http://hikuwait.com/tag/koc/&ei=8O6nU6jFE6nM0AXV-oH4Dg&bvm=bv.69411363,d.d2k&psig=AFQjCNFsJnV1aMKqI2pC3I-QfZLOhLEO7g&ust=1403600993999629)

I worked as "Office & Technical Assistant" in Fields Development Teams (South & East Kuwait), Fields Development Group in Kuwait Oil Company (KOC). Capable of handling all Microsoft Office Programs (Word, Excel, Power Point, Outlook and Access), Internet, Preparing Minutes of Meetings, Appointments, Office Management and Filling System, Administrator and coordinator for the courses (Training) and Leave Programs (Vacations), preparing and arranging for Courses Program and Responsible for Administration and Secretarial work, Technical Assistant for the department & all Business Administration work.

The Average of the Employees Numbers in the company: More than 3000 Employees.

\* Website: www.kockw.com

* **Kuwait - From 23 October 2004 To 31 October 2006**

**Company: International Turnkey Systems (ITS)**

**Position: Secretary & Coordinator For Banking Group**

[](http://www.google.com.kw/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=ulW2GY9BXYXfiM&tbnid=y2lUX_7DmET4sM:&ved=0CAUQjRw&url=http://en.wikipedia.org/wiki/International_Turnkey_Systems_Group_(ITS)&ei=UO-nU6PfH8-c0wWmnoHwCA&bvm=bv.69411363,d.d2k&psig=AFQjCNGKk5YUt15f1WSTvB-P3To9m7HIrg&ust=1403601084622356)

I worked as a "Secretary and Coordinator" for Banking Group in Business Solution Department - International Turnkey Systems Company (ITS). Capable of handling all Microsoft Office Programs, Management, Business Administration, Public Relations, Filling System, arranging for the meetings, arranging tickets booking (all over the world), and hotel booking for the employees inside and outside Kuwait, responsible and Decision Maker for all members in Banking Group and Banking Projects in all ITS Branches (15 Branches), I reported my work to Director and Senior Manager for Banking Group.

The Average of the Employees Numbers in the company: More than 750 Employees.

\* Website: www.its.ws

* **Kuwait - From 01 April 2003 To 30 June 2004**

**Company: Petrochemical Industries Company (PIC)**

**contract with "Turki Al-Dabous company"**

**Position: Secretary For manpower Planning & Recruitment**



I worked as a "Secretary" for Manpower Planning and Employment Section at Admin Affairs Department, Petrochemical Industries Company (PIC). Capable of handling all Microsoft Office Programs (Word, Excel, Power Point, Outlook and Access), Internet, Lotus Notes, and Filling System, Business Object Program, Business Administration, Preparing Job Descriptions and Organizational flowcharts for the Company, Business Analyst on Manpower Planning and Employment, & Interviews Coordinator for the Recruitment Section, I reported my work to the Superintendent for Manpower Planning and Recruitment.

I controlled and supervised for Organizations Flowcharts and Job Descriptions Project on Manpower Planning & Recruitment Department.

The Average of the Employees Numbers in the company: More than 1000 Employees.

\* Website: www.pic.com.kw

* **Kuwait - From 21 October 2001 To 04 January 2003**

**Company: Kuwait Oil Company (KOC)**

**contract with "Sultan Asad company"**

**Position: Executive Secretary & Computer Operator**

[](http://www.google.com.kw/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=hpRVLMSA-6rtkM&tbnid=M3CZg5cK2ljmoM:&ved=0CAUQjRw&url=http://hikuwait.com/tag/koc/&ei=8O6nU6jFE6nM0AXV-oH4Dg&bvm=bv.69411363,d.d2k&psig=AFQjCNFsJnV1aMKqI2pC3I-QfZLOhLEO7g&ust=1403600993999629)

I worked as "Executive Secretary" for Senior Environment Engineer, Health Safety & Environment Specialist and for Environment Section, Computer Operator and Computer Technician for Health, Safety & Environment Team (HSE) at Loss Prevention Group, Kuwait Oil Company (KOC). Capable of handling all Microsoft Office Programs (Word, Excel, Power Point, Outlook and Access), Internet, Typing Internal Memos and Letters, Preparing Minutes of Meetings, Appointments, Office Management and Filling System, on the same time I worked as Computer Technician to Help and Assist Health Safety & Environment Team, I reported my work to Team Leader for HSE and Senior Engineers.

The Average of the Employees Numbers in the company: More than 3000 Employees.

\* Website: www.kockw.com

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| **Administrative SKILLS:** |

* Good Planning, Coordination, Forming, Steering and Supervision of Business Administration & Management.
* Excellent Knowledge about the works for Advanced Executive Secretary & Modern Office Management.
* Skills in Modern Approaches in International, Public and Local Relations, Etiquettes and Protocols.
* Knowledge of NLP-Towards Excellence in Performance (Nearo Linguistic Programming).
* Excellent Skills in the Development of Business Administration, Human Resources and Recruitment, Interview and Evaluation Skills.
* Tact and Discretion when Dealings with Customer Services and People, Help Disk and Personnel Assistance, Dealing with different and difficult situations.
* Business Awareness and the Ability to Translate an Organization's Commercial Objectives into Human Resources Policies.
* Excellent and Professional Administrator for Business Administration and Human Resources Development, Job Analysis, and Admin Decisions Making.
* Ability to solve the best solutions for the Administrative Corruption in the Companies, with right and success decision making, with the flexibility.
* Ability to Take the Right Decisions under Uncertainty, Especially in Human Resources and Training Studies.
* Making Power Point Presentations for Management Development, Human Resources, and "How Can You Succeed in your Life".
* Professional Searching by the Search Engines for Internet in all Subjects and Titles, Using the best accordant words.
* Good Knowledge of Application for Kuwait Labor Law, General knowledge about Legal Issues.
* Ability to Negotiate and Mediate, Interpersonal Flair, Using Techniques that make all parties in my side.
* Getting the Essence from the first Sight, and Getting how the employees think and how they behave.

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| **ACHIEVEMENTS:** |

2021 Honorary Doctorate in The appropriateness of applying theapplication of IQ Test systems within society to benefit from them in the twenty-first century - Oxford Academy & More Academy, Egypt.

2020 Honorary Doctorate in Humanitarian Axis for Humanitarian Achievements – Global Humanitarian Pivot for Development & Research, Jordan.

2020 An Executive Partner for Jobslen – Certified Jobs Gate at Arab Countries (www.jobslen.com) – Partner with Google AdSense.

2020 An Executive Partner for gmenu Company – Internet Websites Builder Project (www.gmenu.co) – Partner with Google AdSense.

2020 Owner and Founder for Jordan Records (www.JordanRec.com) – Partner with Google.

2017 Owner and Founder for VeSenior Academy for Training (www.VeSenior.com).

2017 Writing a report and a detailed scientific research on intelligence tests, with the aim of using it as a reference compatible with approved international intelligence standards.

2016 I wrote & created New Book in Arabic titled “How to put your dreams on getaway stage”.

2015 I was honored by the Prince of the State of Kuwait Sheikh Sabah Al-Ahmad Al-Jaber Al-Sabah at the Kuwait e-Government Award.

2015 I was honored by the Governor of the Capital (Lieutenant General Thabet Al-Muhanna) and won for the cultural and scientific competition at got Capital Governorate Award.

2013 I was honored by the Minister of Higher Education in Kuwait (Dr. Naif Al-Hajraf) for my participation in the annual forum for guidance and counseling for the ministry.

2011 working as Assistant HR Manager for Kuwait Census 2011 project, and I hired 5000 Studies Searchers & Controllers within 2 months, the project was very successful.

2008 Established new system for Organizations Flowcharts and Job Descriptions for all Positions, "President of Human Resources Studies Project".

(Al-Hasawi Group of Companies - Kuwait).

2004 Controlled and supervised for Organizations Flowcharts and Job Descriptions Project on Manpower Planning & Recruitment Department.

(Petrochemical Industries Company “PIC” - Kuwait).

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| **MEMBERS:** |

* Influential Member at Entrepreneurship Association related to King Saud University – Saudi Arabia.
* Member at Global Humanitarian Pivot for Development and Research – Jordan.
* Member & Deputy Coordinator for Jordan at IOUNV (International Organisation of UN Volunteers) – Germany.
* Certified Member and Activities Volunteer at Kuwait Red Crescent Society, (Hold a First Aid License) – Kuwait.
* Official Quality Member at International Turnkey Systems (ITS), Management System Certificate From "DET NORSKE VERITAS (DNV)" – Netherlands.

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| **LANGUAGES:** |

**Arabic** (Mother Language)

**English** (Fluent)

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| **INTERESTS:** |

Learning New Skills, Reading, Traveling, and Chess.

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| **NOTES:** |

**- All Documents, Certificates and Experience letters will be produced Upon Request.**

**- Declaration: I hereby declare that all information mentioned above is true to my knowledge.**

**- For More Information and demonstration, Please don't hesitate to contact me any time on my mobile number or my email address.**

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