

CURRICULUM VITAE

Bio-Data

Name: Haifa Abdulla Buhijji
Nationality: Bahraini
Marital Status: Single mother
Date of Birth: 26/05/1976
Address: Riffa'a, Kingdom of Bahrain
Contacts: Mobile (+ 973) 3638 6688
Email haiofaabdulla@gmail.com



Objective

It is an honor to obtain a position in your esteemed organization that suits my qualifications and abilities.

Education

Jan. 2014 - Jan. 2015	Master of Business Administration Chifley Business School - Australia
June 1996	Diploma (Academic) in Commercial Studies College of Business Administration University of Bahrain
June 1993	Secondary School Certificate West Riffa'a Secondary School (Literature Section)

Professional Qualification

15 - 22 Aug. 2015	Certified Trainer (TOT Training of Trainers) Global Academy for Training and Development
07 - 11 June 2015	Diploma in Life Skills Coach The International Academy of Training & Consulting
25 - 29 Jan. 2015	IRCA Approved Lead Auditor Certification for ISO 9001:2008 AJA Academy
March 2011- Jan. 2013	International Certificate in Logistics and Transport The Chartered Institute of Logistics and Transport
2013	Induction to Government Diploma Institute of Public Administration
Oct. 1996 - April 1997	Diploma in Microsoft Office Delmon Academy

Work experience

April 2012 - To date	Information Specialist
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Duties and capabilities:

- Follow-up the implementation of the decisions taken by the Supreme Council.
- Prepare and update the management information base.
- Prepare the director reports.
- Set agendas, documents and reports for the department meetings.
- Attending meetings, taking minutes and keeping notes and write the minutes of meeting.
- Prepare all the information, files and documents for the director.
- Update the decisions, regulations, memos and circulars.
- Identify the problems, solve them with creative solution.
- Enabling brain storming and improve the planning procedures.
- Prepare reports, presentations, letters, internal memos and correspondence.
- Monitor the office operations.
- Maintain and update the share folder files.
- Dealing with staff enquiries and calls.
- Using varieties of software packages.
- Networking with the other departments.
- Developing the office system.
- Handle work tasks under pressure.

Dec. 1997 - May 2004

Senior Secretary (Executive)-Legal Adviser and Company Secretary Off.
Gulf Petrochemical Industries Company-(GPIC)

Duties include:

- Maintain confidentiality of information.
- Preparing minutes of the Quarterly Board Meetings.
- Preparing and typing legal and administrative correspondence, documents, reports etc... for the department head and other staff members using PC & typewriter (Arabic and English).
- Receiving, sorting, and distributing mail and other documents to department staff.
- Answering incoming calls, recording appointments, taking accurate phone messages, and routing to appropriate staff.
- Ordering and maintaining Central office supplies, as necessary.

Other capabilities include:

- Knowledge of legal terms and procedures.
- Expertise in legal practices and terminology.
- Professional English business language; spelling, punctuation, sentence structure and grammar.
- Proficient skills in typing, MS-Office applications (Word, Excel, Power Point....etc) and file management/maintenance.

- Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment.
- Professional knowledge in web-browsing and socio-networking tools.
- Ability to operate general office machinery (fax machine, computer, typewriter, photocopier, multi-line phone, calculator, printer.....etc).
- Flexible and solutions-oriented with the ability to work under pressure.
- The ability to multitask and solve problems under tight deadline.
- Work in harmony with supervisory and peer personnel.

Practical training

March - July 1996 Citi Phone Department
Citi Bank-Bahrain

Specialized courses

02 - 04 Aug. 2015	Self-development Workshop - Ebraz Center
18 - 20 Dec. 2014	The 56th ICHPER-SD Anniversary World Congress & Exposition Organizing Committee WCEOC 2014 "Towards Building a New Sport System
07 - 11 Dec. 2014	Balanced Scorecard Professional (BSP) Certification Boot Camp Informa-United Arab of Emirates
07 - 09 Sept. 2014	Secrets of data processing and analysis arts
08 - 09 Jan. 2014	Trainers Meet Trainers 2014 New learning strategies for the workplace -Crown Plaza
2013	Induction to Government Diploma-BIPA
05 - 07 Nov. 2013	2 nd Gulf Forum for Strategic Planning -Sofitel Bahrain
05 - 09 May 2013	Internal Audit - ISO9001:2008-Supreme Council for Youth and Sport
06 - 08 Nov. 2012	The art of preparing and writing letters and reports -BIPA
2011	Certificate in academic Preparation Foundation International Logistics Management
14 - 15 Nov. 2011	1 st Bahrain Waste Management Forum and Exhibition "Towards Zero Waste" Gulf International Convention Centre
April 2003	IT Special Training Session for Secretaries - part 1 - (GPIC)
24 - 26 March 2003	Secretary between time and self-management Bahrain Secretarial Association
05 - 09 Oct. 2002	A Program for Improving the Secretaries Leadership Skills (Part 5) International Centre- Bahrain
06 - 10 April 2002	A Program for Improving the Secretaries Leadership Skills (Part 4) International Centre- Bahrain
05 Jan.-11 March 2002	English Language Certificate (BEC 1, level B)-The British Council
13 - 17 Oct. 2001	A Program for Improving the Secretaries Leadership Skills (Part 3) International Centre-Bahrain

15 Sept. - 14 Nov. 2001	English Language Certificate (BEC 1, level A) -The British Council
28 Oct. - 1 Nov. 2000	A Program for Improving the Secretaries Leadership Skills (Part 1) International Centre-Bahrain
17 - 19 June 2000	Effective Secretary -Institute for International Research
14 June 1999	Quality Document Control for secretaries -GPIC Training Centre
April - June 1999	Business English Course -The British Council
27 Feb. - 3 March 1999	Executive Secretaries & Office Management Al-Jabriah Consultation & Development Organization

Awards

June 2013	Certificate of excellence-General Secretariat-Supreme Council for Youth & Sports (SCYS)
28 November 2001	Certificate of excellence for special efforts in preparing the entire meetings documents- Legal Adviser (GPIC)
November 2001	Employee of the Month-(GPIC)
29 May 2001	Certificate of excellence, Managing Director (GPIC)
12 May 2001	Certificate of excellence for working on the “4th Conference for Development and Integration of Petrochemical Industries in the Arab States”, 07 - 08 May 2001- General Manager (GPIC)
01 May 2001	Certificate in International Workers Day "General Committee for Bahrain Workers"- Chairman of the General Committee
08 June 2000	Certificate of excellence for quality and special work- Legal Adviser (GPIC)

Others

Communication Skills: Fluency in English and Arabic.

Hobbies: Photography, sewing, baking sweets, surfing online, swimming and organizing family events.

References

Upon request.