



# Fatema M. Abdulla

## OBJECTIVE

An enthusiastic, hard working, go getter and an outgoing individual, looking for opportunities where I can put my vast experiences behind me to undertake a challenging position to scale up my skills to a higher level.

## PERSONAL INFO

NAME: Fatema Mahmood Mustafa Abdulla

NATIONALITY: Bahraini

DATE OF BIRTH: March 5<sup>th</sup>, 1987

## WORK EXPERIENCE

### **April 2011 – August 2016** Bahrain Development Bank

#### **July 2014 – July 2016**

Corporate Communications

##### In Charge of:

- Social Media Posts: Instagram, Twitter & Facebook
- Social Committee: Internal Events and Activities
- Marketing & Advertising
- Sponsorships & Events
- Reports & Others

#### **August 2013 – July 2014**

Tenants Relations Riyadat

##### In Charge of:

- Tenants and walk in customers
- Events and meetings

#### **July 2011 – July 2013**

DGM – PA Bahrain Development Bank

##### In Charge of:

- Daily schedule
- Correspondence

#### **April 2010 – July 2011**

Administrator Bahrain Business Incubator Centre

##### In Charge of:

- Tenants and walk in customers
- Events and meetings
- Incubator Financials

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Fabdulla87@gmail.com

ADDRESS:

P.O. Box 33898 – Isa Town  
Kingdom of Bahrain

**Oct 2008 – Apr 2010** **Gulf Diabetes Specialist Center**

HR &amp; Administration Officer

Management Secretary

In Charge of:

- Payroll
- Staff files & Affairs

**Oct 2008 – Dec 2009** **Arabian Taxi Company**

Secretary of the Board (Part Time)

In Charge of:

- Board Meetings

**Aug 2006 – Oct 2008** **Gulf Closures W.L.L.**

HR &amp; Administration Secretary-Receptionist

HR and Administration Officer

In Charge of:

- Payroll
- Staff files & Affairs

## EDUCATION

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2010	Professional Diploma in Secretarial Skills
2002	Secondary Commercial Certificate

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## TRAINING COURSES

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2016	Negotiation Skills (Golden Trust)
2016	Social Media Marketing (BIBF)
2016	Professional Presentation Skills (BIBF)
<b>2014</b>	<b>International Protocol Manager (PSOW)</b>
Nov 2012	Business Incubation Management
Oct 2012	Entrepreneurship Development Program
May 2011	Entrepreneurship Orientation Program
Jan 2010	Neuro-Linguistic Programming (NLP)
Jan 2010	Business Report Writing
Nov 2007	A+, Introduction to Computer & Windows
April 2007	Communication skills for Secretaries

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## LANGUAGES

Arabic &amp; English Fluent (Reading, Writing &amp; Speaking)