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### **Academic Qualification**

- Master of law subject of commercial arbitration (voluntary arbitration as a means to settle disputes in the oil contracts) 2009.
- Bachelor's degree in Law from the University of Bahrain, 2005.
- Secondary section (scientific).
- High Diploma in Law from the University of the Kingdom.
- Training course (Accounting for non-accountants) held at the Ministry of Finance.
- Diploma in computer.
- Diploma in Visual Basic language from the World Institute.
- Training course on (the development of services and ways of dealing with people positively (College of Education at the University of Bahrain).
- Training course in the development of personal skills and creativity of staff Education at the University of Bahrain.
- Attend a workshop on (simplification of procedures), Civil Service
- Attend a workshop on (to providing quality services to clients), Office of Civil Service.
- Attend a workshop on (Meetings Management), Office of Civil Service.
- Attended a workshop on (reports written), Office of Civil Service.
- Attended a workshop on (the development of supervisory skills development), Office of Civil Service

- Attended a workshop on (management efficiency), Civil Service.
- Attended a workshop on the subject (quality management and team building), Office of Civil Service Bureau.
- Attended a training course in (NLP), Dr. Ibrahim Al-Fiqi, a subsidiary of Gulf Innovation.
- Attended a training course of Al Rashid Centre (PAUL HOBBS) on: Management System - Incorporating Quantum Reading Mind.
- Attended a training workshop on pensions and retirement bonuses to those subject to a pension of civil and military (the General Authority for Pension Fund)
- An intensive training course in (intensive program in Human Resource Management), Civil Service Bureau.
- Attended a training course in (management by objectives - Concept - the foundations - methods)
- Attended a training course in (the basics of modern management)
- Attended course in the (the power of positive thinking) to manage the investment of training and development.

### **Certificates of appreciation:**

- Certificate of Appreciation from the Capital governorate, to mark the completion of 17 years of continuous service with the Government of Bahrain.
- A certificate of thanks and appreciation for the bachelor's degree in Law from the University of Bahrain.
- Certificate of thanks and appreciation for participation in the festival
- Committee associated with Formula One (Yalla Bahrain).
- Certificate of thanks and appreciation for participation in supervising the basketball competition, under 16 years old in the summer festival for the governorate.
- Certificate of Appreciation for participation in the parliamentary and municipal elections (Chairman of the Committee to vote abroad).

### **Work Experience:**

Government sector from 1988 of the Department of Customs and ports then in 1998 transfer to Ministry of Interior

## **1998 Ministry of Interior in:**

- Specialist Affairs selected program management and social affairs, and has been selected be given me the seventh grade in the same year and in 2000 was awarded the eighth grade.
- In 2001 Department of Human Resources and Finance Staff & Affairs Specialist in 2002 and entrusted the functions of of Personnel.
- In the same year was promoted to ninth grade Head as Head of Administrative affairs

## **Duty and Responsibilities:**

### **Capital Governorate:**

#### **1. Department of Administrative Affairs:**

- Propose an action plan for procurement procedures and tenders, maintenance, and others.
- Shaping the terms of tenders for the needs of the province.
- Follow-up payment of financial obligations as a result of the procurement process with the relevant authorities.
- Supervise the organization of the record-keeping and documentation for the provider.
- Supervise the distribution of auto repair and maintenance of vehicles.
- Follow-up of safety procedures and precautions related to maintenance of the building.
- Follow-up to prepare the needs of conferences and meetings held by the province.

#### **2. Personnel Department:**

- Preparation of perceptions and needs of each department or section of the recruitment and training.
- To submit periodic reports on the progress of the Director of Administration.
- Participation in the preparation of contracts for external recruitment and follow-up the process of renewal Or termination in coordination with Legal Affairs.
- Make the necessary contacts with the concerned authorities with regard to personnel actions.
- Follow-up the process of opening and preparation of files and new cards for new entrants.
- Preparation of statements and certificates and certificates of service and behavior, and others.

Started The establishment of the Section, as a new Department of Affairs in the governorate and at the country level.

I took the classification and schedule files and arranging contacts with selected and participation and attendance of selected meetings and preparation of minutes of meetings, and track record of attendance and leave to staff the department and the preparation of weekly reports and receive reviewers and write and print letters to the views

Ministries and concerned state and follow-up requests with those mentioned and write replies to the elect.

### **Central Bureau of Statistics:**

Participation in a general census of population and housing, buildings and installations in 2001 as head of the group, as you teach and give lectures to groups of enumerators and explain the objectives of the census and how to work and began to address the problems in the field.

### **Central Agency for Information:**

Participate in the Executive Committee for the election of members of the House of Representatives in 2006 and the Chairman of the Panel to vote abroad, and by doing in coordination with the Foreign Ministry and embassies and consulates

And foreign missions on the Bahraini nationals residing abroad who wish to vote for the parliamentary elections.

### **Department of Customs and Ports:**

- Department of boycott of Israeli goods and I was on the fourth grade
- Moved to the Department as Fees Audit and cargo clerk function auditor.
- Moved to the Office of the Director of Customs function of second secretary, and got the fifth grade in 1990
- In 1991 Inspection Department Bahrain International Airport customs officer grade six in 1994.

#### **a. Department of Audit Fees and goods:**

- Supervision of (Federal Mukal conference to sell auto parts) in site industrial zone where I check imported goods and compliance with the attached invoices and warehouses of the company and then shipped under my supervision emerging the proper.

- b. Inspection Section at the airport:**
- Supervision of the Customs Service (DHL) and checking the packages before they enter the country customs duties imposed on them and to supervise the shipment and the issuance of a charge, if they will be issued outside the country apply custom charges

**Hobbies:**

Reading, Swimming, Traveling