

## CURRICULUM VITAE



### Ahood Adel Abdulla Al-Mulla

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#### PROFILE:

A hardworking ambitious person able to work under pressure and meet deadlines. Skilled at building a strong team environment and developing open communication among staff. Good at decision making, and clearly defines the roles and expectations of what is required from all team members to achieve goals. Works with high standard of personal integrity and loyalty to the organization.

#### PERSONAL DETAILS:

**Nationality:** Bahraini  
**CPR number:** 860803546  
**Marital Status:** Divorce  
**DOB:** 22/08/1986

#### LANGUAGES:

Fluent in Arabic and English

## **EDUCATION:**

- 2013            **Applied Science University – Kingdom of Bahrain**  
Bachelor of Law, GPA 85.24% out of 100
- 2009            **Bahrain Institute of Technology**  
Summer IT Training Programme Level 1
- 2003            **British Council- Kingdom of Bahrain**  
From August 22<sup>nd</sup>, up to October 10<sup>th</sup>, 2003 With Grad (B)
- 2002            **Istiqlal commercial secondary Girls school**  
Secondary Certificate GPA 73% out of 100

## **WORK EXPERIENCE:**

Coordination with My family business more than 3 years and half as assistance manager and organization all legal documents and filing.

## **Skills:**

- Strong listening, learning, teamwork, and communication skills.
- Strong managerial skills and ability to recognize priorities.
- Excellent leadership skills and ability to motivate staff.
- Enthusiastic, flexible, and adaptable for new ideas.
- Polite, extremely tactful, and diplomatic.
- Fast typing in both Arabic and English.
- Very well organization skills.
- Excellent in working on MS Office, Excel and other applications.

## **Interests:**

- Admirer of movies and Traveling.
- All Kinds of Poem especially Arabic.
- Research for new causes of new Low.

Updated: January 13<sup>th</sup>, 2014