



CURRICULIUM VITAE

Name: Nawal Bushaib Abdul Salam Hifdi
Date of birth: 09/02/1975
Nationality: Bahraini
Social status: Married
Address: 31, Bldg.361 Road 1805 Hoor Manama, Bahrain
Contact Number: M: (34119113) – (39536800)

Experiences:

- Practiced lawyer 3 years till to date (Civil – Criminal – Sharia`a).
- Arbitrator in GCC Center for Arbitration – Manama – Kingdom of Bahrain.
- Translator (English to Arabic-2007-2012).
- Executive Secretary (2007-2010).

Academic Qualification:

- 2011 Graduated BS in law – Yarmook University

19, December 2006: Graduated as an Executive Secretary Program in Delmon Academy.

The program includes the following subjects:

English

- Reports Writing, Translation, Conversation, Writing Skills
- And Business English + **3.4 level grade A.**

Managerial sciences

Secretarial skills, Secretarial Procedures, Financial Accounting

And Office Management,

Business Management, Marketing Management, Information Technology

Computer

Word, Excel 1&2, MS Excess, Photoshop (level 1), MS Power point

Information and Communication

Spoken languages:

Arabic : Mother tongue

English: fluent

French : fluent