

CURRICULUM VITÆ



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ACADEMIC QUALIFICATIONS

June 2013: National Diploma in Human Resources from Bahrain Training Institute (BTI) with GPA 3.33

July 2011: First Diploma in Human Resources from Bahrain Training Institute (BTI) with GPA 3.67

12 July 2009: Graduated from Hidd secondary school- Science with Grade of 90.9%

PROFESSIONAL CERTIFICATES

- **PTM-TOT Trainer – GTB (American Global Training Board)** – Member No. 1208 – (May 2022)
- **International License for Human Resource Management** – IXO Training center – Turkey (Feb 2022)
- **Job Key Performance Indicators “KPI’s”** – The Arab Academy for management, banking and financial science (22-26th August 2021)
- **CIPD- level 3** - Victory Training and Development Institute 2019
- **Certified Trainer** - International Academy for Training & Consulting (IATC) – *license No BAH-2019-13634 (2019)*
- **Training of Trainers** - Bara’ah Training Center (16th – 22nd June 2019)
- **Train the Trainer in Financial Education** - CAWTAR – Tunisia (28th -31st January 2019)

OTHER CERTIFICATES

- **Business Report Writing** – BIBF (Oct 2021)
- **Recent Trends in Human Resources Advanced** – Future Institute (3-5th April 2021)
- **How to Manage your Manager** - Online – Indulead Industry Leaders (24-25th Feb 2021)
- **The Importance & Methods of Developing Your Career in Human Resource** - Victory Training and Development Institute (Oct 2020)
- **Life Skills Coach** - Life Skills Organization (22nd June 2019)

- **Self-Management Skills-** Victory Training & Development institute (10th– 13th February 2019)
- **Negotiation Skills** - Victory Training & Development institute (13th– 17th January 2019)
- **Executive Vat Course** - SayG (11th Dec to 13th Dec 2018)
- **Bahrain Labor Law** - Victory Training & Development institute (27th August -17th October 2018)
- **Creating Coaching Culture** - Victory Training & Development institute (8th – 12th September 2018)
- **Time and Stress Management** - Golden Trust (29th – 30th April 2017)
- **Employee Engagement** - Golden Trust (24th – 25th April 2017)
- **Towards Motivation for Peak Performance** - Golden Trust (22nd April 2017)
- **English Language Certificate (Conversation)** - American Culture & Education Center (ACEC) -(27th June – 29th July 2010).
- **English Language Certificate (General English)** - American Culture & Education Center (ACEC)- (27th September - 29th October 2009).

WORK EXPERIENCE

- **20th November 2016 – up to date:** Working as **HR & Training Officer** at Ebdaa Microfinance company.
- **31stDecember 2013 – November 2014:** Working as a **Secretary of Chief Executive Office** in Diamond Star for Advertising CO W.L.L
- **September 2013 to December 2013:** Practical training in Bahrain Airport Services (BAS) at **Training department as admin assistant.**
- **June 2013 to September 2013:** Practical training in Bahrain Airport Services (BAS) at **Human Resources Department (Compensation & Benefit) as Admin Assistant.**

PARTICIPATIONS

- Accomplish training session at Royal Academy of Police – Bahrain.
- A member of social committee, and Personnel Committee at Ebdaa Microfinance company.
- Making a Training sessions for the new Joiners at Ebdaa Microfinance company.

- Participate in the event of Round table entitled, coordinated by **Supreme Council for Women to** represent Ebdaa Bank for Microfinance (HR Department) (18th November 2019).
- Be as **event organizer** with Ajjal Establishment for consultancy and event organization, conference and advertising for two events (2nd March 2012 & 4th February 2012).
- Participating in a Bahrain Universities **Model United Nations conference** coordinated by General organization for youth and sports.

SKILLS

- Ability to train and handle training sessions.
- Ability to Prepare and compose training materials
- Good Communication Skills.
- Good Presentation Skills.
- Self-development.
- Ability to work with a team.
- Good Leader and coacher.
- Hard worker.
- Ability to deal with people easily.
- Ability to work under pressure.
- Motivated, Initiative and fast learner.
- Computer skills: office programs MS Word, MS Power point, MS Excel (typing, searching, editing, printing, browsing, etc.).
- Able to speak, read and write both languages Arabic and English very well.

INTERESTS

I tend to Train people in the field of Motivation and self-development skills. However, I can learn easily.

REFERENCES

Available upon Request.