

Eman Faisal Alhaji
Curriculum vitae

Contact details:

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Marital status: single.

Nationality: Bahraini

Objective

I have more than eight years of experience in the Human Resources and Legal filed, where I am eager to obtain a position in a challenging environment, providing opportunities for growth and advancement, where I can utilize my experience and skills toward becoming a valuable team member, which utilizes my technical ability towards achieving the goals of the organization

Work Experience

*November 2016-
Present*

Impact Co. W.L.L- HR and Administration department for the group

My Major Duties:

- Maintain a proper employment documentations (i.e. Reviewing and amending employment agreements, offer letters, and company policies.
- Coordinating with government entities and lawyers-when/if required.
- Develop and execute recruiting plans.
- Administrative duties and recordkeeping
- Providing legal advice/help of matters related to the group when needed.
- Coordinating with lawyers with regards to legal matters related to the group

*July – November
2016*

Translator/freelancer

- Translating documents (Arabic and English)
- Editing and Revising translated documents in both languages; Arabic and English

*March -
July 2016*

ABA ROLI (American Bar Association, Rule of Law Initiative):
Legal Consultant, (short- term contract)

My major Duties:

- Monitoring legal and other relevant political and policy developments and reports on them.
- Conduct research and prepare legal analysis of programs materials
- Provide interpretation and translation assistance
- Work with program director and legal specialist to develop, implement and conduct programs

*Dec 2013-
Sep 2015*

Al Moayed Chambers- Lawyer

My major duties:

- Attending trials at the court and BCDR
- Handling court's and legal procedures.
- Review contracts and Translating documents
- Writing memos and letters
- Reviewing client's cases and preparing reports for auditors
- Giving lectures/presentations (English language) at RUW (Royal University for Woman):

*August 2010 to
December 2013*

Talal Abu-Gahzaleh Organization: Legal Officer (Legal Advisor)

- Coordinating and following up with Bahraini Authorities

- Client coordination specialist- coordinating between clients and legal representatives across continents
- Following up legal work and cases in Bahrain and other jurisdictions/continents for the clients.
- Reviewing contracts and agreements
- Providing legal consultation
- Handling IP (Intellectual Property) matters.
- Handling corporate work.

May-July 2010

Younis zakaria lawyer office- Trainee lawyer

- Attending trials that includes civil, commercial, labour, criminal, and shariaa cases.
- Assisting the lawyer in courts procedures.
- Reviewing cases and handling legal proceedings.
- Analyzing cases and assessing best approach.

Jan.-March 2009

Public prosecution-trainee

- Attending and participating in investigations and integrations.
- Categorizing and defining the cases.
- Attending hearings/sessions.

March- December
2006

City Engineering- Customer Service

Customer service
Coordinating between Engineers and clients
Following up clearing work
Contact and follow up with clients.
Filing
Admin work

Education

- 2006-2009 **Kingdom University:** Bachelor's in law.

Extra Courses and Certificates:

- July 2013 -January 2014
ITAD Group/TAG UNI (The International Training and Development Group and Talal Abu Ghazaleh University):
Establish Legal and risk Management requirements of small business

Languages

- Fluent in English (written and spoken).
- Fluent in Arabic (written and spoken).

skills

- Project coordinator
- Time management skills
- Communication skills
- Problem solving skills
- Good knowledge of Microsoft Office, WIPS, Docu Ware, and internet browsing.

Interests & Hobbies

- Arts
- Reading
- Learning
- Charity work
- Member of Bahrain Toastmaster Club since 2015
- Member of BSPCA (Bahrain Society for the Prevention of Cruelty to Animals)