



ZAIN JABER ALJABER

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OBJECTIVE

Law graduate seeking a full-time career in a reputable organization where I can utilize the skills and techniques I have gained during my training and academics. I am a resourceful and self-initiating individual with effective interpersonal, communication, and critical-thinking capabilities

SKILLS

Commercial Awareness • Diligent • Information Analysis and Research • Presentation and Interpersonal Skills • Administration and Business Support

LANGUAGES

English - Arabic

EXPERIENCE

SALES ADVISOR • THE GROVE RESORT • JUNE 2022 – CURRENT

In charge of Events and Wedding Hall and responsible to meet owners, companies, and customer to provide guidance, suggestion and offers. In order to sell the events hall with its facilities and services. As Assistant of the general manager, in charge of preparing employee performance reports which include monitoring the tasks completed, identifying strengths and weaknesses, and offering overall feedback. Responsible of reviewing and summarizing the scale work for all companies that we deal with. Maintaining good client relations with companies and ensuring all enquiries are met with the utmost efficiency.

TRAINEE (COURTS) • MINISTRY OF JUSTICE AND ISLAMIC AFFAIRS • SEPTEMBER 2020 – NOVEMBER 2020

Worked in the Small Civil Courts Department in which I attended court proceedings, fulfilled secretarial duties, and formulated summons letters. Attended sessions in the 9th High Civil Court beside three judges, observed the testimony of witnesses, and updated and scanned the needed paperwork. Participated in daily sessions of the Names and Titles Committee, read statements and forms, and prepared draft reports.

ADMINISTRATIVE OFFICER • PARLIAMENTARY ELECTIONS • 2018

An administrative officer in the Legalization and Legal Opinion Commission as part of the 2018 Parliamentary Elections.

EDUCATION

BACHELOR'S IN LAW • 2021 • APPLIED SCIENCE UNIVERSITY

SECONDARY SCHOOL • 2013 • ISA TOWN SECONDARY GIRLS SCHOOL

VOLUNTEERING EXPERIENCE

- Participated in a number of charitable markets in Bahrain
- Rashid AlZayani Foundation (Visit families in need and do assistance)