



**Name**: Amal Abdullah Sultan Obaid

**Birth place and date**: Kuwait 28/8/1982

**ID**:28208281001

**Nationality**: non-Kuwaiti (Bedoun)

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**Marital status:** unmarried

**Education:**

* Bachelor degree in English Language and Literature from Arab Open University
* Diploma in Complete Computer Science from High Studies Institute.

**Qualifications and Experiences:**

* 7 years experience as administrative supervisor in Awqaf Mininstry and Islamic Affairs.
* Training course in " Ethical Rules in Rationalization the work Career".
* Training course in "Fast Achievement Art".
* Training course in Public Relation and Mass Communication.
* Training course in Innovation in Hand Work.
* Training course in Determination Training Needs According to Competencies System.
* Training course in Writing Minutes of Meetings.
* Training course in Planning Skills for Executive Employee.
* Participation in autumn festival 2010 related to Holy Quran Department.
* Earn a reward of "the best report 2009" from Holy Quran Department.

**Skills**

* Practical experience in dealing with computer, data entry, and Microsoft office programs(Access, Excel, MS. Word, Home Page, Visual Basic, PC maintenance)
* Practical experience in designing pictures and Photoshop use.
* Practical experience In doing reports, writing and editing
* Practical experience In secretary works (printing, scanning, organizing mail, writing correspondences)
* Practical experience Electronic shopping and buying.
* Arabic and English communication skills.