

# Curriculum Vitae

## Personal Information

**Name:** Shaikha Jassim Al Jassim Al Qenaie

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## Education

### **American University of Kuwait**

Bachelor of Business Administrative in Economics class of 2011.

### **International Media Academy**

Diploma in Journalism 2009.

## Qualifications

- Certificate in completing "Team Building Facilitator" program from Optimal Solutions 2007.
- Certificate in completing "Persuasion Engineering" program from Kuwait University 2010.

## Experience

<b>Company</b>	<b>Job Title</b>	<b>Years of Experience</b>
Ministry of Planning	Economic Analyst (Quality Control & Assurance Section-Technical Department)	2013 to 2017
Gulf Bank	-Officer, Credit Administration (11 months ) -Teller ( 3 months )	2011 to 2012
Kuwait Finance and Investment Company (KFIC)	Analyzing Investment opportunities reviews (internship)	2011
3J Trading Company	Manage and Coordinates Exhibitions for Small businesses	2009 to 2010

### **Skills**

- Computer Skills in Microsoft Office (Word - Excel – Power Point).
- Trained in Marketing.
- Effective communication skills.
- Flexible and fast learner.
- Goal oriented.
- Public relation skills.
- Not intimidated by pressure or challenges.

### **Languages**

- Arabic (Native speaker).
- English (Second language; speaking, reading, and writing).
- Spanish beginner.