

# Raja almall Salem Al najdi

## CONTACT

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Date of Birth : 1/2/1971

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## PROFESSIONAL EXPERIENCE

### Education qualifications | 2002 - 2005

- BA in public Relations and information, Arts/information, Tourism and Arts - University of Bahrain.
  - Diploma in Office Management - University of Bahrain.
  - Diploma in Computer Applications, Gulf Academy for Development of Human Resources.
  - High school certificate in West Riffa.
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### The Office of the Adviser to the President for Legal Affairs 2003 - 1998

- Assigned the same work with print and follow-up agreements with other universities

### assistance of the Coordinator-Teaching Practice Office 2004 - 2010

- With the assistance of the Coordinator in the student's registration teacher schools.
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## EDUCATION

### (Temporary 3 month) Office of Education continuing education

- Coordinate follow-up sessions and all the details pertaining to courses such as venue, date of the session, the time of the session.
- The work of the financial report for each session and follow-up with the financial affairs.
- Issuance of certificates to the participants in the courses and their distribution
- Issuing certificates of thanks for teachers lecturers in the courses and their distribution.

### Specialist - Teaching Practice Office 2012 - 2010

- Specialist for the mini-lab (micro teaching)
  - Organizing workshops and videotaped and the work of each workshop electronic file (micro teaching)
  - Help students to view their files (micro teaching)
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## POST

- World Conference of the Pacific, University of Bahrain
- Participated in the study of the law judged Bahrain Family.
- Participated in organizing the graduation ceremony of the University of Bahrain, 2001
- Participated in organizing the ceremony honoring participants in the sessions of the Office of Continuing Education.