



Latifa Yousif Aldoseri

Contact

Address:

House 1942
Road 5250
Block 552

Phone:

+973 33881727
+973 33937333
+973 39080696

Email:

Latifa.Aldoseri13@gmail.com

Languages

Arabic
English

Personal profile

I am an enthusiastic and ambitious person, with a high ability to adapt to different environments and work under pressure. I have strong administrative and secretarial coordination skills, and I have a passion for continuous learning and personal development. I believe in the importance of teamwork and love collaborating with others to achieve common goals. I always strive for excellence and innovation in everything I do, while ensuring positive interaction and maintaining strong professional relationships.

Work Experience

➤ **2022 – 2023 Administrative Coordinator (Esnad Management)**

- Check with the clients about their services and payment pending.
- Prepare the new profile for any provider is join in Khadamaaty app.
- Prepare the quotations.
- Prepare the payment list for the providers and send it in an email.

➤ **2019-2021 – Admin (Alkooheji Engineering)**

- Helping HR Manager.
- Preparing a list of employees with their data.

➤ **2017-2019 – Admin and secretary (Council of Representative)**

- Preparing letters to all ministries and private companies.
- Follow up with the citizens.
- Preparing the daily schedule.

Skills

- Effective communication with others
 - Teamwork mastery
 - Provide assistance and cooperation
 - Service-focused
 - seriousness and discipline
 - adapting with different work conditions and wanting to change
 - for the better
 - Oral and written communication
- Computer skills.

Education

- Bachelor of Political Science.

Certifications and Licenses

- Certificate in English from AMA.
- ICDL computer skills Certificate.
- Employment Skills Certificate.
- Reserve force course in the Bahrain Defense force.



Sunday, January 29, 2023

Subject: Salary Certificate

We hereby confirm that Ms. Latifa Yusuf Aldoseri, Bahraini National, holding CPR no. 920703046 and Passport no. 2512405 has served our company from 30 January 2022 to 19 January 2023 as an administrative coordinator.

During her service, we found her sincere, hardworking and honest. She has resigned on her own accord.

We wish her all the best in her future endeavors.

Thank you,

Yours Faithfully,


Zahra Al Aali
Human Resources Manager





SHRM

RECOGNIZES THE PARTICIPATION OF

Latifa Yusuf Sanad Ahmed Aldoseri

In the second module of Advanced Certificate in HRM series titled

HR Development

In March 2025, Manama, Bahrain

A handwritten signature in blue ink, reading "Achal Khanna".

ACHAL KHANNA
CEO - SHRM EAST





SHRM

RECOGNIZES THE PARTICIPATION OF

Latifa Yusuf Sanad Ahmed Aldoseri

In the first module of Advanced Certificate in HRM series titled

Workforce Planning

In March 2025, Manama, Bahrain

A handwritten signature in blue ink, reading "Achal Khanna".

ACHAL KHANNA
CEO - SHRM EAST



التاريخ : 13 مارس 2017م

إلى من يهمه الأمر

نفيدكم علماً بأن السيدة / لطيفة يوسف سند الدوسري، الرقم الشخصي (920703046)، تعمل بصفة مؤقتة كمعارة لدى مجلس النواب وذلك اعتباراً من 10 يناير 2017م، وتستلم مكافأة شهرية وقدرها - /350 دينار.

وقد أعطيت لها هذه الإفادة بناءً على طلبها دون أن يتحمل المجلس أية مسئولية تنتج عن استخدامها.

وتفضلوا بقبول فائق التحية والاحترام،،،

عبد الرحمن حسين الجسمي
رئيس قسم الموارد البشرية
مجلس النواب
Kingdom of Bahrain



30/08/2015

TO WHOM IT MAY CONCERN

The Ministry of Foreign Affairs of the Kingdom of Bahrain confirms that **Ms. Latifa Yusuf Aldoseri** has participated in the "Work Experience Program" commencing from 13/07/2015-4/08/2015 in the Afro-Asiatic Directorate.

We would like to confirm that **Ms. Latifa** was a hard working person and built a good relation with her colleagues.

Yours sincerely,

Talal Ebrahim Al-Thawadi
Director of Human Resources

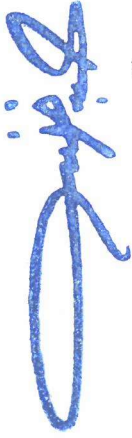
شهادة مشاركة

يشهد مركز البحرين للتدريب البرلماني في الأمانة العامة لمجلس النواب في مملكة البحرين

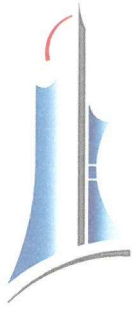
بأن الفاضلة: لطيفة يوسف سند الدوسري

قد شاركت في البرنامج التدريبي بعنوان: تنمية مهارات توثيق العمل البرلماني

المنعقد خلال 15-16 فبراير 2017م.



عبدالله بن خلف الدوسري
أمين عام مجلس النواب



الموضوع: شهادة خبرة

الى من يهمه الامر

السلام عليكم ورحمة الله و بركاته

يطيب لنا ان نحبيكم خالص التحيات , ونحيطكم علما بان الموظفة / لطيفة يوسف سند احمد الدوسري (الرقم الشخصي 920703046) كانت تعمل بمكتب الكوهجي للاستشارات الهندسية بوظيفة شؤون الموظفين بقسم الموارد البشرية وذلك اعتبارا من تاريخ 1 يناير 2019 وحتى 1 اكتوبر 2021. وقد تم منحها هذه الافادة بناء على طلبها وبموجب ذلك نود اخلاء مسؤولية مكتبنا.

وتفضلوا بقبول فائق التحية والتقدير

احمد نبيل الكوهجي

مكتب الكوهجي للاستشارات الهندسية



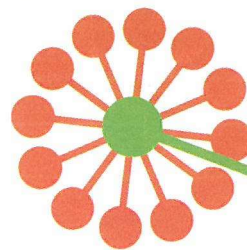
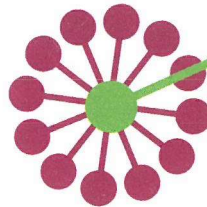
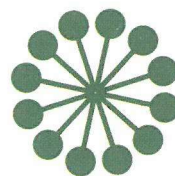
CERTIFICATE OF PARTICIPATION PRESENTED TO

Latifa Yousif Sanad

FOR ATTENDING IT SYMPOSIUM 4 "IT GOES GREEN"
ORGANIZED BY COLLEGE OF IT SOCIETY AT THE UNIVERSITY OF BAHRAIN



KHALID ANAS BUHINDI
HEAD OF ORGANIZING COMMITTEE



UOB0439

Printed at UoB Printing Press - 2010 - 085932

31ST OCT.-1ST NOV. 2010



Pearson LCCI Certificate

This is to certify that
LATIFA YUSUF ALDOSERI
has been awarded

Preliminary English for Business (Reading and Writing)

Pass

52% CEF A1

having satisfied the requirements of Pearson Education Limited

S Hague

Sharon Hague
Responsible Officer
Pearson Education Ltd
BAHR107/13454344
Exam Date 24 Apr 2018
Serial No. 36517652

London Chamber of Commerce and Industry International Qualifications
Pearson Education Limited





ICDL Standard

CERTIFICATE

LATIFA YUSUF SANAD AHMED

has successfully completed the following modules

قد اجتاز بنجاح المقررات التالية

Module	Syllabus / Software Version	Language	Date
Presentation	Syllabus 5.0 / Office 2016	Arabic	18/07/2019
Spreadsheets	Syllabus 5.0 / Office 2016	Arabic	25/07/2019
IT Security	Syllabus 2.0	Arabic	01/08/2019
Computer Essentials	Syllabus 1.0 / Windows 10	Arabic	22/08/2019
Online Essentials	Syllabus 1.0	Arabic	29/08/2019
Word Processing	Syllabus 5.0 / Office 2016	Arabic	29/08/2019
Online Collaboration	Syllabus 1.0	Arabic	02/09/2019

This candidate has achieved the ICDL Standard Profile



Jamil Ezzo, Director General
ICDL Arabia

Verify the authenticity of the certificate by scanning this QR Code
or visiting www.icdlarabia.org/g/5E15C8
Certification Date 02/09/2019
Skills Card No. GCC 180 527677
ICDL ID No. 920703046



Certificate of Attendance

This is to certify that

Latifa Yusif Sanad Ahmed Aldoseri

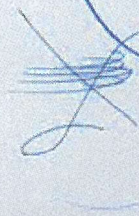
has attended the following programme:

Hospitality

for 8 hours, between 18th October and 22nd October 2020

With Best Wishes For a Successful Career

The Nine Training Center
Kingdom of Bahrain



Trainer



THE NINE
TRAINING CENTER
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