



## Nesreen Mohammad Aljajeh

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### Objectives

I am a highly experienced management professional and MBA holder with a proven track record of 18 years in operations management, business relationship management, and events management. Throughout my career, I have successfully managed numerous corporate events and spearheaded business development campaigns. I have a strong background in organising workshops and conferences. I have had the privilege of working with diverse semi-government and multinational organisations, which has enriched my understanding of different business environments. I strongly believe in the power of people, teamwork, and leading by example.

### Personal Data

Marital status: Married - Family Sponsorship  
Nationality: Jordanian - born in Qatar  
Date of birth: 27<sup>th</sup> January, 1977

### Professional Experience

- 1. Co&Law Studies and Consultations** June 2021 – May 2022  
Website: <https://www.coandlaw.com/>  
**Business Development Manager**
- 2. Supreme Judiciary Council** March 2020 – September 2020  
Website: <https://www.sjc.gov.qa/>  
**Operations Coordinator**
- 3. Al Fajer for Building Material** August 2016 – January 2019  
**Operations Manager**
- 4. Qatar International Court & Dispute Resolution Center – QICDRC** October 2011 – Feb 2016  
(Qatar Financial Center Authority QFCA)  
Website: <http://qicdrc.com.qa>  
**Alternative Dispute Resolution Officer**  
**Operations Officer**  
Job Description and Tasks

During my tenure of five years, I effectively managed all operations and provided comprehensive administrative support for the international court within the Qatar Financial Centre. I successfully handled various phases of case management for legal proceedings presented before the court, demonstrating my deep understanding of court and legal operations, as well as case submission procedures. This role required meticulous attention to detail and maintaining strong communication channels between clients, court judges, and lawyers.



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Additionally, I took the initiative to organise successful legal seminars and workshops for lawyers in Qatar. Furthermore, I actively participated in legal and technical training sessions both in Qatar and the UK, which significantly enhanced my proficiency in operating the case management technical system utilised by the QFC Court.

### 5. Qatar Petroleum - Mesaieed

August 2002 - September 2011

Website: [www.qp.com.qa](http://www.qp.com.qa)

#### Senior Personal Assistant

During my nine-year tenure at QP, I held the position of Office Manager for the Field Support director at QP Mesaieed offices. In this role, I was responsible for facilitating communication and coordination among six department managers overseeing Logistics, Telecommunications, Transportation, Engineering, Administration, and Operations. Acting as the direct liaison between the department managers and the Director, I employed a diverse range of professional skills including information and report analysis, data management, relationship building, leadership, team management, and effective prioritisation.

In addition to my core responsibilities, I took on HR support tasks, such as Learning & Development Planning and Qatarisation initiatives, for a department comprising over 400 employees. Furthermore, I collaborated with the QP Public Relations in Doha to ensure the successful execution of events aligned with the overall business objectives. This involved managing event targets, preparing an annual calendar of events in line with the department's strategy, and fostering productive cooperation between various stakeholders. By efficiently managing these responsibilities, I contributed to the smooth functioning of the department and supported the achievement of organizational goals.

### 6. Hamad Medical Corporation - Doha

January 2001 - August 2002

#### Executive Secretary

### 7. Ministry of Communication and Transport

September 1999 - January 2001

#### General Manager's Office Manager

#### **Trainings**

(Original Certificates provided upon request)

Effective office management and Administration skills	Mar 2005
Defensive Driving	June 2006
Secretarial skills workshop	Mar 2007
Good office practice.	June 2007
Project Management - Human Resource	July 2007
Time Management	Sep 2007
Communication Skills - Business Writing for Results.	Sep 2007
Leadership and Communication	Oct 2007
Time and Stress Management	Nov 2007
Office filling and documentation skills	Nov 2007

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## Nesreen Mohammad Aljajeh

Minutes Taking and Agenda	Feb 2008
ISO 9001:2000 QMS certification and implementation	Oct 2008
Basic Supervision.	Nov 2008
Introduction to supervision	Dec 2009
Environmental Management System Awareness.	Oct 2010
Customer Service skills for frontline staff.	Jan 2013
General safety Awareness	June 2014
Developing Relationship program	Nov 2014
Financial Management of Startups	Sep 2022
FRX Swing & Intraday Currency Trading	Mar 2023
TBX Time Based Currency Trading	May 2023

### Education

- Master Business Administration, Qatar University **January 2009**  
**ISO 9001:2000 Certification Practices are drivers for Continuous Improvement in Gas Operations at Qatar Petroleum.**
- Bachelor of Science - Zoology, Qatar University **January 1999**

### Skills

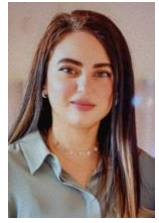
- Participate and Contribute to the Qatar Law Forum 2012
- Working on Case Management System - Legal 2011 - 2016
- Perfect knowledge of Arabic and English skills (Written & Verbal )
- IELTS is 6 in 2009
- IELTS is 6.5 in 2010
- Focus on Business Goals - Sets challenging goals.
- Effective Communication
- Self Confidence
- Decision Making
- Developing Others - Provides ongoing support.
- Team Leadership - Sets direction.
- Building Relationships - Establishes network.
- Teamwork - Promotes teamwork.
- Qatari driving license.

### Technical Skills

- Proficient in SAP
- Excellent presentation skills
- Strong filing and documentation skills
- Advanced proficiency in MS Word, Excel, Outlook, PowerPoint, and Windows
- High typing speed and accuracy in both English and Arabic languages

### References

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Certificates and addition details can be provided upon request