

Eiman Abdullah Ahmad Alsharaf



Functional Data

- Retirement date from the Public Authority for Applied Education and Training (PAAET) 01/06/2025
- Action center: Information Systems Center
- Job title: Head of Technical Follow-up Department
- Current Degree: Grade (A)
- Position: Senior Specialist of Automated Systems
- Date of first appointment: 25/10/1994

Qualifications

- Bachelor of Education - College of Basic Education
Kuwait, Major: Computer G.P.A (3.73) January 2012
- Diploma – College of Business Studies
Kuwait, Major: Computer G.P.A (3.43) July 1994

Professional Skills

- Teaching at the Special Training Courses (09/2012 - 04/2025)
- Experience (8) years in the Trainee Affairs System (TAS)
- Member of the Training Sector Committee to follow up the Implementation of Kuwait Strategy to Strengthen Integrity and Anti Corruption (12/2022)
- Holding Online Training workshops on the Microsoft Teams Program (08/2020)

Personal Data



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ID No: 271122700069



Languages



Arabic Language

English Language

Eiman Abdullah Ahmad Alsharaf



Professional Skills

- Developing and Writing Guidelines booklet of Microsoft Teams Program for delegates of special training courses (07/2020)
- Commissioned to carry out admission work in the Deanship of Admissions and Registration (09/2007)
- Preparing and Supervising the guidelines for use of TAS program (05/2015)
- Acting Manager of Acceptance Office. (07-25/08/2004)

Training Courses

- Shift AI-Artificial Intelligence Training Program (05/2025)
- IELTS Academic: 27/04/2024 form British Council Kuwait scores (3.5)
- Learning Accelerators, Classwork and Homepage-online (02/2024)
- Designing adverts and electronic circulars for the various sectors of the government (12/2022).
- Computer Applications in Planning, Scheduling & Control (07/2022) from ITETC in Istanbul/Turkey.
- Training of Trainers (TOT) Online Training Program (11/2020) AUK of Kuwait, CCE.
- Microsoft Teams (08/2020) form the Central Agency for Information Technology.
- Reviewing and auditing the quality system (10/2019) QAAA.
- Creative thinking and formulating strategic objectives (12/2018)
- Has attended the Program Analysis, design & establishment of information systems supporting management (03/2018) KNCT in LONDON
- Awareness Training – ISO 9001:2015 (02/2018) Quality Assurance and Academic Accreditation Office.
- Evaluate the impact of training on the performance of the trainee (09/2015) from AHI for Private Training in LONDON
- Shift your Leadership Brilliance with Simon T.Bailey (05/2015) from Human Investment Corp.
- Time & Priority Management (11/2014) from International Accreditation Organization.

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- Six Thinking Hats (10/2014) from International Accreditation Organization.
- Power of Positive Thinking (09/2014) from IMPACT Essence of learning.
- The Power of Goals (09/2014) from IMPACT Essence of learning.
- Train the Trainers (09/2014) from International Accreditation Organization.
- Train the Trainers (03/2014) from Kuwaiti Arabic Training.
- Skills development and Administrative development (02/2014) from Institute of Public Administration.
- SQL Introduction to SQL workshop (01/2014) Ebn Al.haitham Center – PAAET.
- PL/SQL program with PL/SQL workshop (01/2014) Ebn Al.haitham Center – PAAET.
- Report Writing (06/2013) Ebn Al.haitham Center - PAAET
- Communication and Task Management (06/2013) online from Civil Service Commission
- Work ethics towards clients (06/2013) online from Civil Service Commission
- Work ethics towards colleagues and subordinates (06/2013) online from Civil Service Commission
- Customer service (04/2013) online from Civil Service Commission
- Communication Skills (03/2013) online from Civil Service Commission
- ICDL (2007)
- Deal with work pressure and life (09/2005)
- Internet and Email (03/2005)
- Microsoft Office – PowerPoint (10/2003)
- Microsoft Office – Access (10/2002)

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