



Ghanima Sannan  
Acting Operations and Development Manager  
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Ms. Ghanima Sannan possesses over 25 years of profound experience in executive management and business development within the legal office sector, enabling her to adopt effective strategies for optimizing operations and steering teams. Throughout her 29 years of working in Kuwait, she has demonstrated high proficiency in training, leadership, and executive secretarial management.

### **Expertise and Specializations:**

In her role as Acting Operations and Development Manager, Ms. Ghanima meticulously deals with developing business strategies and achieving company objectives, applying her leadership and training skills to enhance team capabilities and achieve peak performance levels.

### **Education:**

- Diploma in Executive Secretarial and Business Management, Al-Oula Institute, Kuwait, 1995.

### **Certificates and Courses:**

- Real Leadership Course, Leaders' Academy, 2005.
- Awaken the Giant Within (Fire Walking), Dr. Sulaiman Al Ali, 2005.
- Time and Priority Management Course, Leaders' Academy.
- Business Etiquette Course, Leadership Training Center.

- Office Management Course, Leaders' Academy.
- Modern Concepts for Efficient Work Management Course.
- Customer Satisfaction Course.
- Motivation Course.
- Time and Priorities Management Course.

### Languages:

- Arabic
- English