



# Waleed Khan

## Operations Assistant

Organized and dedicated Operations Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.



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Manama, Bahrain

## SKILLS

Driving

Ms Excel

Ms Powerpoint

Ms Word

Workflow planning

Customer relations & communications

## LANGUAGES

English

Full Professional Proficiency

Hindi

Limited Working Proficiency

Urdu

Limited Working Proficiency

Arabic

Elementary Proficiency

## EDUCATION

### Accounting & Finance

#### Bahrain Institute of Banking & Finance

02/2018 – Present

Bahrain, Juffair

ACCA

- Completed courses F1 & F2. Diploma after completing F3.
- 10 courses left for completion of ACCA & 1 research & analysis project for Bachelor of Science (Hons) in Applied Accounting from Oxford Brookes University.

### High School Diploma

#### Ibn Al Hytham School

04/2003 – 04/2014

Bahrain, Al Maqsha

CBSE 12th

- Computer Science & Mathematics

## WORK EXPERIENCE

### Operations Assistant

#### Bin Harban Document Clearance

10/2019 – Present

Bahrain, Muharraq

Document clearance work: visit visas, work visas, , cr renewal, cpr renewal, blacklist removal, extension etc.

Tasks

- Assisted with day-to-day operations including scheduling & customer service.
- Managed & maintained files covering expenses, reports & support-documents.
- Maintained clean workspace area to promote positive, professional environment for all clients.
- Maintained office supplies & inventory by checking stock & buying new supplies as needed.
- Answered questions & resolved issues or escalated them to management.
- Greeted incoming visitors & customers professionally & provided friendly knowledgeable assistance.
- Continually sought methods for improving daily operations, communications with clients, record keeping & data entry for increased efficiency.

### Chauffeur , Event: Peace to Prosperity

#### AA Car Rental

06/2019 – 06/2019

Bahrain, Manama

Tasks

- Mapped efficient routes with minimal disruption to passengers or schedules.
- Transported high-value clients with professionalism & discretion.
- Maximized passenger satisfaction by keeping vehicles in safe & clean operating condition.
- Waited for passengers at designated high-volume locations such as airport VIP lounge.
- Stored passenger luggage & personal items with care for safety & security.

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