



CURRICULUM VITAE

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OBJECTIVES:

I would like to offer my services to your respected company without any need to transfer my Visa, as my current company have activity of "Office Support", which allow me to do some work to other offices. I can work in Realestate field and any office support services your company may needs.

PERSONAL DETAILS:

- ❑ **Nationality** : Egyptian
- ❑ **CPR No.** : 810927489
- ❑ **Driving License** : Bahraini License (Since 2010)

EDUCATION :

- ❑ **Basic Certificate** : **General Secondary School – Egypt**
- ❑ **Branch** : *Science & Math*
- ❑ **Other Certificates** : *IBM Computer & Network Professional Technician Program*
 - *Britch Institute of English and Computer (2 years study)*

SKILLS:

Languages:

- ▶ **Arabic** : Native Tongue
- ▶ **English** : Very Good - [Reading - Writing – Speaking - Listening]

Computer:

- ▶ *Acquainted all MS Operating systems.*
- ▶ *Acquainted Office package [Word, Excel, Power Point, Access]*
- ▶ *A+ Hardware® Maintenance & OS Management (Troubleshooting HW\SW excellent skills)*
- ▶ *IBM PCs & Network Professional Technician Program (Network installation & Troubleshooting skills)*
- ▶ *Searching & Surfing the Internet [Excellent] E-mailing - faxing - Printing and scanning*

Soft Skills

- ▶ *Courses of [Communication – Presentation – Team Working – Problem Solving – Basic Sales - Marketing – Decision Making – Customer Services]*

EXPERIENCE:

✳ Simple Mason Realestate and Office Support - Bahrain:

- ❑ **Founder and Manager** **Dec 2019- Up to date (3 years)**

Company Overview:

- ▶ My own real estate management and office support company in Bahrain, which is focusing in promoting housing for rent, and finding the suitable housing for my clients, beside that doing any requested office support services for my clients.

Job Description:

- ▶ Promoting and Renting flats and villas for my clients.
- ▶ Finding the suitable housing for my clients.
- ▶ Finalizing rent agreements and applying for its Registration and applying for EWA.
- ▶ Office support services like data entry and handling reception desk, doing the online services on e-government.



***The Other Dimension Real-estate Management - Bahrain:**

□ **Operations' Manager** **June 2011- July2022 (8 years)**

Company Overview:

- ▶ One of the local's real estate management offices in Bahrain, which managing many residential buildings and one big commercial mall in Riffa (Alreem Centre), and focusing on purchasing lands, building it and reselling, or renting.

Job Description:

- ▶ Full in charge for all IT section which including more then 10 computers, network, internet, printers and CCTV system. I was doing all kind of maintenance to our system
- ▶ Managing all rent/sale dealing of the properties including meeting with the clients, negotiating, and finalizing the deals, making the agreement.
- ▶ Follow up with the contractors to make sure they are doing the building or the renovation work in the right way and on the scheduled time frame.
- ▶ Checking with our special technician to be sure everything in our buildings is working fine like Fire Alarm, CCTV, Automatic Barrier, Water pumps and fire extinguishers.
- ▶ Designing and arrange the quality printing to all the small signages needs inside the mall and the residential buildings.
- ▶ Supervise the cleaning of the buildings.
- ▶ Getting quotation form contractors for all kind of work needed to out building like building exterior painting or cleaning, glass doors repairing or replacing, sun shades, best controls, and all kind of work required in the building.

***Silicon Technology Services - Bahrain:**

□ **Maintenance Manager** **From : Nov. 2008** **Until : February 2011**

Company Overview:

- ▶ One of the biggest computer Hardware retails in East-Riffa Bahrain with a maintenance workshop which preparing the new PCs for selling and repairing any defects in the sold Items.

Job Description:

- ▶ leading three technicians; arrange the work orders and dealing with the customers.
- ▶ Besides that, I am doing the hardware and software computer maintenance, Routers configuration, fixing network cables and RJ45 connectors, installing MS-OS from scratch, adding and removing software and fixing the side effects of viruses.

□ **Technical Support** **From : Dec. 2007** **Until : Nov. 2008**

Job Description:

- ▶ Hardware and software computer maintenance, Routers configuration, fixing network cables and connectors, installing MS-OS from scratch, adding and removing software and fixing the side effects of viruses for clients and giving support via phones.

***Blue Nile Computer Services - Bahrain:**

Sales, Maintenance and Support **From : Jan. 2007** **Until : Dec. 2007**

Company Overview:

- ▶ A small shop in Muharreq, which was selling and maintaining computers.

Job Description:

- ▶ Selling new computers and all IT accessories and repairing computers software and hardware.

***Ultrasoft Computer Services - Egypt :**

Maintenance and data processing **From : Jan. 2000** **Until : Dec. 2007**

Company Overview:

- ▶ Small company works on hardware, software and LAN setup, and data processing.

Job Description:

- ▶ Administer & Maintain the LAN & WLAN including hardware & Software maintenance.
- ▶ Giving Technical Support & Guidance to Computer users and software Support.
- ▶ Configure Routers & Switches & Access points to best use.
- ▶ Setup OS and Applications when required, data processing and research formatting.
- ▶ Works on Photoshop and Corel Draw and little AutoCAD.



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