

AHMED SHAFEEQ MANDEEL

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Bahrain, Manama



Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



Experience

2016 - 2020

☆Personal Trainer☆

AREAS OF EXPERTISE

- 17 years of Experience.
- Bodybuilding & Fitness Consultant.
- Lifestyle assessments.
- Strength training.
- Nutrition.
- Sports injuries.
- Membership Sales.

Duties:

- Providing one to one guidance to clients to help them achieve their fitness goals.
- Selecting the correct set of exercises for a client to achieve maximum results.
- Devising fitness programmes for weight loss, muscular gain and rehabilitation etc.
- Conducting fitness and exercise classes and demonstrating equipment.
- Responsible for initial contact with new members and promoting membership sales Measuring and assessing blood pressure, heart recovery rate, body fat ratio.
- Welcoming new gym members and giving general inductions to them. Designing and advising on dietary programmes.
- Responsible for marketing the gym at charity events, press releases etc.
- Providing personal training sessions to private clients at their home or work.
- Maintaining gym equipment and ensuring it is safe to use.
- Tracking a client's progress and accurately updating their record.
- Explaining to clients the results they can expect from particular exercise regimes.

Al Hoty Analytical Services W.L.L

Jan 2015 - Dec 2018

☆Head of Credit Control & Collection☆

- Checking customer's credit ratings with banks.
- Deciding whether or not to offer the credit.
- Setting up the terms and conditions of payments.
- Ensuring customers pay on time & Negotiating re-payment plans.
- Contacting individuals or business customers when payment is overdue.
- Negotiating repayment plans if people are in financial difficulties. Visiting debtors to collect payments& tracing missing debtors.
- Starting legal proceedings if debts are not paid within an agreed time.
- In charge of managing and supporting the team, motivating the team to achieve high standards and targets.
- Mentoring and training up junior and new staff.
- Preparing daily workloads for staff & co-ordinating the daily allocation of work.
- Monitoring staff attendance and performance levels.

Trust International Insurance Co. B.S.C ©

2006 - 2014

☆Technical Accounts Officer.☆

- Check statements of accounts and premium calculations contained in closing and enter such booking into computer system.
- Check signed slips/ review sheet from cedents and brokers.
- Check debit /credit notes processed in the section.
- Regularly follow up of closings from cedents and brokers
- Check bordereaux received from other branches/companies and enter into computer system.
- Print and check monthly, quarterly bordereaux and summary statements and arrange debit/credit notes to be sent to finance department.
- Communicate with various producers in respect of enquiries relating to acceptances, accounts statements of risk/covers and treaties.
- Extract of data for the development of various reports, statistics required by the management/reinsurance department.
- Produce required data as required enabling proper reconciliation of accounts and other duties as required.
- File processed debit/credit notes in the relevant file in the relevant section.
- To do any other duties as may be assigned by underwriters.
- Assisting the finance department to allocate premiums, follow up of payments and processing urgent transactions.
- Handling the entire transactions of Trust Labuan branch in Malaysia.
- Check policies details and communicate with reinsurer and brokers.

Protection Insurance Services W.L.L.
2005 - 2006

☆Office Personnel☆

- Responsible for collecting payments of clients.
- Follow up clients for insurance renewals and payments of clients.
- Attending and entertaining walk in clients and answering phone inquiries regarding insurance.
- Responsible for making insurance for clients such as Property and Motor Insurance, Travel Insurance, Personal Accident Insurance, etc.
- Attending and solving customer problems and queries regarding insurance.
- Handling partial of the accounts such checking statements of Insurance companies and reconciling them,
- Solving problems between customers and insurance companies.
- Checking, handling, filing medical claims form for clients
- Insurance Sales & Marketing.

Bahrain Airport Company.
2003 - 2005

☆Administration Officer☆

- Creating and Developing Administration policies and procedures.
- Manage the planning management of office environment, document, and quality.
- Manage and control work related day to day activities and tasks.
- Negotiate the contractors to ensure that they are structured to get the maximum Benefits Enhancing Administration standards.
- Provided administrative, financial, and logistical support to several different projects.
- Established and maintained effective relationship with all external agencies and professional bodies.
- Monitored and maintained appropriate professional standards for HR staff.



Education

International Sport Science Association - ISSA
2017

Personal Trainer Course

Bahrain Institute of Banking & Finance.
2007 - 2014

Insurance Diploma

Hamad Town Secondary Boys School
1998 - 2001

Graduated with subject of Science, Mathematics & Physic



Skills

- Management & Administrative Skills
- Good in communicational, analytical & intellectual skills.
- Good in Public Relation & possesses interpersonal skills.
- Ability to perform duties under pressure.
- Computer literate, Knowledgeable of MS programs such as WORD, EXCEL & POWERPOINT, & Social Media.
- Emotional Control.
- Adaptability.
- First Aid.
- Body Language for Business.
- Customer Service.
- Decision Making.
- Organization.
- Problem-Solving.
- Teamwork.



Language

- English
- Russian
- Arabic



Activities

- Bodybuilding, Fitness & Nutrition.
- Martial arts.
- Meditation.
- Reading & Social Media.
- Pet Care.
- Cooking.
- Coaching.



Additional Information

Age : 37

Marital Status : Married

Nationality : Bahraini