



MOHAMMED SALEH

محمد صالح

📍 EAST RIFFA , SOUTHERN GOVERNATE

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ABOUT ME

I Aim to be associated Always with a progressive organization that gives me the scope to apply my knowledge towards the organizational growth by fulfilling the assigned job functions in a committed manner. Looking for openings with more avenues for constant learning process in a mutually cherishing way along with an accelerated career growth.

DRIVING LICENSE

Driving license category
Valid Bahraini Driving License - 3+ Years

LANGUAGES

ENGLISH

ARABIC

FRENCH

HINDI

MALAYALAM

WORK EXPERIENCE

SIMPLE LIFE INNOVATIVE CONSULTANTS W.L.L

Seef
Aug 2019 - Present

Sales Supervisor

Sales Planning and control, work exposure with IT focused on Online platforms in Medical Services , Online Booking , Consultation , Advertisement Achievements within the retail, and Customer Service management skills and Currently Working here.

ATLAS TRANSPORT, CONTRACTING AND MECHANICAL SERVICES. CO WLL

Sitra
Jun 2018 - May 2019

Administration Assistant

Petty Cash handling and Office Administration. File keeping, Dealing with Customers and Renting. Answered phones to employer, schedule appointments and provide general office information.

RUWELI DOCUMENT CLEARANCE AND MANPOWER REQUIREMENTS AGENCY

Riffa
Nov 2017 - May 2018

Office Administrator

Experienced to use Government official websites (LMRA, SIJILAT, NPRA, MEW)

Implemented physical and digital filing systems for company documents so that team members could access records easily. Coordinated administrative operations, including Manpower Requirment and Visa Applications to bolster workflows and improve productivity.

PICO INTERNATIONAL (BAHRAIN)

Manama
Jan 2017 - Apr 2017

Event Coordinator

Working with Bahrains Biggest Event Management Company for clients to identify their needs and ensure customer satisfaction. Organizing facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.

- Bahrain Food Festival 2017
- Maraee Bahrain 2017
- Formula 1 , Auto Racing

VIVA & BATELCO TELECOM

Seef
Jan 2017

Part Time Sales

Telecommunication retail sales of coupons and sim-cards as part time with Studies Promoting New Offers and Collections.

EDUCATION

GLOBAL INSTITUTE OF MANAGEMENT SCIENCE

Umm-Al-Hassam , Bahrain
2017

Diploma in Marketing-LCCI

London Chamber Of Commerce & Industry Affiliated,

- Certificate in Customer Service
- Certificate in Practical Computing
- Certificate in Marketing

IBN-AL-HYTHAM ISLAMIC SCHOOL

Bahrain
2015

AISSCE Senior School Certification

CBSE- Central Board Of Secondary Education
Affiliated 12th Standard Examination Conducted
Internationally

IBN AL HYTHAM ISLAMIC SCHOOL,

Bahrain
2013

SSLC 10th Higher Secondary Examination Certification

CBSE- Central Board Of Secondary Education
Affiliated 10h Standard Examination Conducted
Internationally

SKILLS

LEADERSHIP AND MANAGEMENT -
CUSTOMER SATISFACTION -

OFFICE ADMINISTRATION STRATEGY -
MARKET ANALYSIS -

MS OFFICE APPLICATIONS (MS WORD, MS
EXCEL ,MS POWER POINT

TALLY

MYSQL

JAVA

CHANGE MANAGEMENT -
COMMUNICATION AND NEGOTIATION

REPORTING