

Ebrahim Javaid Ahmed Malek

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Valid Driving License (2yrs.)

DOB: 03-01-1997

Nationality: Bahraini

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Career Objective

To attain a position in the field of Media, Sales, Business Development or Marketing where I can endow my capabilities in a professional, growth-oriented and vibrant environment; one in which I may further enrich my learning experience as well as add to the organizational development, my personal experience that is helpful in any aspect for the betterment of the organization. Also, to have responsibility & challenge that will help me grow professionally and give me an opportunity to prove my worth, since I am highly ambitious and energetic. With great level of honesty, sheer determination and dedication, it is my target to become a great asset of the organization and simply make a difference with my hard work and utmost responsibility in order to make the organization profitable.

Skills & Knowledge

- Communication
- Presentation
- Drafting / Typing

Over all highly energetic, innovative, result oriented & self-motivated person

Work Experience

American Express – Bahrain

Merchant Sales Executive

- Contacting potential or existing customers to inform them about a service
- Asking questions to understand customer requirements and close sales
- Keep records of calls and sales and note useful information
- Enter and update customer information in the database
- Outdoor sales by applying POC material on Point Of Sale machines and convincing new customers to accept the service

Air Home Travel - Bahrain

Reservations & Sales Executive (Family Business) **Mar'2016 – Apr' 2018**

- Creating reservations on the Global Distribution System
- Managing walk-in clients and helping them communicate with the agency staff for relevant bookings & requirements.
- Creating & updating daily accounting sheets, balance sheets, sales record etc.
- Managing back-office work

Education

Bachelors of Science in Business Informatics BSBI 2015 (Present)

AMA International University, Kingdom of Bahrain

Higher Secondary School Certificate HSSCI & II (2012/2014)

Pakistan Urdu School, Isa Town, Kingdom of Bahrain

Secondary School Certificate (2010/2012)

Pakistan Urdu School, Isa Town, Kingdom of Bahrain

Certified Trainings & Computer Skills

SABRE Reservations

Microsoft Office 2010

Extra-Curricular Activities

- Football
- GYM
- Travelling
- Volunteering
- Socializing

Language

Spoken: English (Fluent)	Urdu (Fluent)	Arabic (Basics)
Written: English (Fluent)	Urdu (Basics)	Arabic (Basics)
Read: English (Fluent)	Urdu (Basics)	Arabic (Basics)

References

References will be available upon request.

