






## CONTACT ME

 Riffa, Bahrain

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## EDUCATION

**BA (Hons) in International Business Management**

**Asia Pacific University of Technology & Innovation (APU) / Kuala Lumpur, Malaysia**

2016 - 2019

## LANGUAGES

Arabic 

English 

Urdu 

Hindi 

Balushi native 

# MUSTAFA ALBALUSHI

## *International Business Management*

## PROFILE

Self-motivated and dynamic professional having sound knowledge of accounts and business administration, human resource management, supply chain and procurement management, logistics management; holds experience of data entry operations, and bookkeeping and reporting

## WORK EXPERIENCE

Data Entry 2015 - 2018

**Prasarana I Makkah, Saudi Arabia**

- Performs high-volume data entry using word processing, spreadsheet, database, etc
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners
- Prepares, compiles, and sorts documents for data entry

Secretary 2019 - 2020

**Arkan Real Estate I Seef, Bahrain**

- Implementing and maintaining procedures/office administrative systems
- Preparing letters, presentations and reports & supervising and monitoring the work of administrative staff
- Government works like LMRA, Sijilat, GOSI, NHRA, etc

Customer Service 2020 - 2020

**Zain Bahrain I Seef, Bahrain**

- Open and maintain customer accounts by recording account information over the phone or in person
- Serving VIP customers with golden and silver line numbers and performing their verification by POS device
- Obtain and evaluate all relevant information to handle and setup new customer accounts

Sales Representative 2021 - 2021

**Wool House I Manama, Bahrain**

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Establish, develop and maintain positive business and customer relationships Continuously improve through feedback
- Petty cash update in the system and using POS & TALLY ERP for sales and inventory record

Admin Assistant / Data Entry 2021 - 2022

**First Fix I Jeddah, Saudi Arabia**

- Handling intake, scanning, verification, and storing documents.
- Retrieving files for other employees and customers when needed.
- Updating and maintaining document management systems and physical records
- Using Vlookup formula for opening and closing balances & also check and edit incoming documents and prepare for distribution

## SKILLS

- MS Office
- MS Excel
- Data Entry
- Tally ERP 9
- Time Management
- Teamwork
- Self-motivation
- Problem-solving