

Mahmood Ahmed Al-Hawaj
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BAHRAIN
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Personal Information

Marital Status: Married

Nationality: Bahraini

Date of Birth: 1st

January 1988

Profile

Seeking a challenging position within an organization that can effectively use my knowledge and skills to improve my prospective & work along with a team to help the organization towards focusing on company objectives and growth.

Skills

- Excellent communication and interpersonal skills
- Pro-active, dedicated team player, supportive, open and friendly
- High self-motivation/confidentiality, conscientious with a strong work ethics
- Adaptability
- High standard of confidentiality and time management skills
- Target driven
- Fluent in both English and Arabic, reading, writing, and speaking

Education/Qualifications

October 2010	AMA International University	Bachelor of Science in Business Informatics
2002 - 2005	Ahmed Al Omran School	Secondary School (commercial)

Professional Certificate

2017 - 2018	Time Management Certificate	BIBF
2013 – 2014	Management and communications skills	BTI

Employment History

Feb 2019- present: **Alpha Fire Services (Credit Control Officer)**

- Understanding of the end to end Accounts Receivable process
- Strong communication skills, both written and verbal
- Ability to build relationships with internal and external stakeholders, including Management
- Excellent organizational and time management skills
- Ability to priorities and multitask
- High level of accuracy and attention to detail
- Tenacity and ability to have difficult conversations
- Willingness to escalate debt issues
- Intermediate computer software skills, including Excel and Accounting packages

Jan 2015 – 2019: **Bahrain Credit (Collection and Recovery Executive – Legal Department)**

- Arrange for meetings with clients to finalize payments
- Showcase the new services for existing clients
- Collection of unpaid amounts (money/vehicles)
- Handling certain legal aspects
- Handling work outside the office for business opportunities.

2014 – 2015: **Benefit – Operation officer**

- Oversee and direct daily company administrative processes and procedures
- Report to and assist Chief Operating Officer in daily tasks and duties
- Ensure company policies align with and advance business objectives
- Strategically map-out, plan, and manage projects
- Analyze and maintain operational data
- Develop improved business functionality that increases profits
- Communicate with management teams to confirm execution of company processes
- Train staff in policies and procedures and supervise their daily work
- Set goals for staff and monitor their progress

2006 - 2013: **BIC – volunteer marshal**