

MOHSEN SALEH

STORE LEADER



EDUCATION

- 2010 - 2014 **BACHELOR OF SCIENCE IN INTERNATIONAL STUDIES**
AMA INTERNATIONAL UNIVERSITY
Salmabad, Bahrain
- 2009 **ENGLISH COURSE STUDY**
NEWCASTLE COLLEGE
United Kingdom
- 2005 - 2008 **SECONDARY SCHOOL CERTIFICATE**
SHEIKH ISA BIN ALI SECONDARY BOYS SCHOOL
Isa Town, Bahrain






EXPERIENCE

- 2018 - Present **STORE LEADER**
TRAVELEX W.L.L, Bahrain
- Achieving walk up retail KPI's, customer service standards, drive product launches and promotions.
 - People development including coaching, rostering implementation (sick cover, annual leave management), retention, and performance management.
 - Operational procedures and processes, adhere to company and location policy and procedures, including audit, risk, health & safety and retail requirements.
 - Manage inventory.
 - Handling of day to day queries of sales consultants and assisting them where possible.
 - Working in counter and leading by example.

ABOUT ME

An Ambitious, Hardworking and Motivated Individual with experience in the various industry and Ability to work with the Special Initiative, analytical and problem-solving skills, and dedicated to maintaining high quality standards. Seeking a competitive and challenging environment where my talents, skills and knowledge can aid in the growth and expansion of the organization as well as the establishment and maintenance of a gratifying and fruitful career.

CONTACT

-  Dumistan, Bahrain
-  +973 36742555
-  mohsendhaif@hotmail.com
-  Bahraini
-  Married

LANGUAGES

ARABIC ENGLISH

HOBBIES



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EXPERIENCE CONTINUED

2015 - 2018

SALES OFFICER

TRAVELEX W.L.L, Bahrain

- Maximize sales opportunities.
- Process transactions accurately and efficiently.
- Offer individual service that exceeds customer expectations.
- Ensure consistently reliable, presentable, motivated and willingness.
- Maintain and display a team player attitude, contributing to the success of the team.
- Adhere to company operating procedures and standards.
- Training the new joiners and providing induction programs.

2009 - 2013

ADMINISTRATOR COORDINATOR

MARICO AWNINGS & BLINDS

- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate.
- Maintain attendance, departure, and absence.
- Release all management decisions in regards of hiring new joiners, terminations, resignations, and vacations.
- Acting on behalf of HR manager in case of his absence because of any Emergency status, vacation, or disease.
- In charge of ending the processes of the foreign labors in the organization.

SKILLS

Time Management ● ● ● ● ● ● ●

Pro-Active ● ● ● ● ● ● ●

Effective Teamwork ● ● ● ● ● ● ●

Communication ● ● ● ● ● ● ●

Muti-Tasking ● ● ● ● ● ● ●

Organizing Skills ● ● ● ● ● ● ●

MS Office ● ● ● ● ● ● ●

ACHIEVEMENTS

• Bagged Best Customer Service award 2016 from Travelex W.L.L. Bahrain.

• Reached First position in KPI tournament 2015 [Key Performance Indicator],

Travelex W.L.L.

• Received Best Team Player Certificate 2015 from Travelex W.L.L. Bahrain.

• Bagged Ideal Employee Award 2012 from Marico Awnings and Blinds Bahrain.