

Salman Ali Salman Matooq

Collections Officer – National Finance House (NFH)

Mobile: +973 39996924 **Email:** Salman.matq@gmail.com **Nationality:** Bahraini

Professional Profile:

- ✚ Experienced Collections Officer with a demonstrated history of working in the financial services and Telecommunications industry. Skilled in Microsoft Applications and customer care, strong accounting background with a Bachelor's degree focused in Business Informatics from AMA International University Bahrain.

CAREER OBJECTIVE:

- ✚ Obtain a permanent job at a respectful organization where I can effectively utilize my experience and interest to enhance my educational and professional skills in a stable and dynamic workplace.

EDUCATION:

- ✚ BSc Degree in Business Informatics - AMA International University Bahrain.
- ✚ High School Certificate - Technical Secondary School.
- ✚ City and guilds in English (IESOL).

WORK EXPERIENCE:



Collections Officer, National Finance House (NFH), **March 2018 to date.**



Customer care and Admin, AlBaraka Hospital, **March 2017 - March 2018.**



Customer care representative, Ithmaar bank Bahrain, **Feb 2017 - Apr 2017.**



Customer care representative, Zain Telecommunications co. Bahrain, **May 2015 - Jan 2017.**

OTHER EXPERIENCE:



One Month Summer Internship program "Data Entry", Gulf Air, **May 2010/2015 – June 2010/2015.**



School training, Batelco, **Mar 2010 - April 2010.**

COURSES & CERTIFICATIONS:



COVID-19 & INSURANCE THE IMPACT OF THE COVID-19 ON INSURANCE PROTECTION

Bahrain Institute of Banking and Finance (BIBF)

Issued Jun 2020

BUSINESS CONTINUITY MANAGEMENT: PREPARING FOR A PANDEMIC

Bahrain Institute of Banking and Finance (BIBF)

Issued Apr 2020

ISLAMIC BANKING PRODUCTS

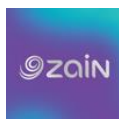
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Issued Apr 2020



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ISSUED MAR 2020



VACATIONAL TRAINING CERTIFICATE

Zain
Telecommunications
co. Bahrain
ISSUED FEB 2017



WORK PLACEMENT PROGRAMME CERTIFICATE

Batelco
Issued Mar 2010

SKILLS AND COMPETENCIES:

- ✚ Excellent communication skills: English and Arabic speaking and writing
- ✚ Knowledge of Microsoft Office, REMEDY, TABS AND KASTLE
- ✚ Data Analysis, Problem solving, Ability to adapt to different work demands and interact with co-workers from multi-cultural backgrounds
- ✚ Effective Leadership skills