

Ahmed AlMahroos

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Social profile: Single



I am a highly motivated **Human Resources professional** who is seeking to work in a reputable company where I can contribute my knowledge and 21 century skills and expand my experience

- Awarded as a participant in the first hackathon for sustainability in the middle east By Fintech and EDB in Bahrain 2019

Certifications:

1. Bachelor Degree in Human Resources Management by Bahrain Polytechnic . 2014-09/ 2020-06
2. Productivity for improvement Level 4 by Tamkeen, Jafcon and United Nations. 2019-07/ 2019-010
3. ICDL- International Computer Driving License by Bahrain Polytechnic. 2018-10/2018-12
4. Human Resources Management short course by e-learning college.2020-05/ 2020-06
5. The ability to develop and facilitate online training sessions by YLP Youth Leadership Program in bahrain and the UNDP United Nations Development Program 2020-06/2020-07
6. Communication and interpersonal skills at the workplace by university of Leeds and Institute of Coding 2020-06/2020-07

Experience:

2019 - 08 / 2019-10 Kalaam Telecom | HR Officer Intern

- Worked on succession planning of Human resources
- Helped in candidates interviews and arranging with the line managers
- Helped and worked to assist the HR department to conduct and gather information to apply the performance appraisals.
- Helped gathering KPIs
- Gained experience in creating full JDs for an organization by interviewing employees and with the help of secondary research
- Created a productivity project to enhance and apply effectiveness and efficiency to the Human resources functions including; performance appraisals, Job descriptions and Training strategies

2017-07/2017-09

Invita Bahrain | Call Center Agent

- Interacted with EWA customers to register and deliver complaints on Information management system.
- Answered enquiries about EWA products and services and
- Trained on voice communication skills

2019-10/ 2020-02

Kooheji Training Consultancy | Sales Promoter



- Promoting various types of business courses to Enterprises in Bahrain from public entities to private organizations
- Meeting and offering training courses to the clients
- Developing a specific course based on the organizational needs
- Attended training courses such as: cross cultural training, communications skills, internal and external auditing and cross cultural communication

Education

2014 - 2020 Bahrain Polytechnic | BSc HUMAN

RESOURCES MANAGEMENT GPA: 2.68 out of 4.0

Polytechnic students are work ready graduates who professionally practice 21 century employability skills, and operate effectively in a problem based learning environment

Educational Projects:

Batelco | Learning and Development Program

- Analyses and research Batelco talent and development initiatives to create a full talent and development programs and frameworks using the latest learning initiatives.
- Attended a presentation in Batelco Hamala branch about their learning and development used initiative and learning strategies. Came up with innovative, technological and effective learning functions, training tools and development strategies to Batelco Company by producing a full academic report and present these initiatives to professional industry investors.

Skills:

- Team work
- leadership
- problem solving
- presentation skills
- communication skills
- research
- IT working skills

Language:

- Native Arabic
- Fluent In English

Certifications :

1. Bachelor Degree in Bahrain Polytechnic



26 July , 2020

Bahrain Polytechnic



بوليتكنك البحرين

Graduation Statement

Bachelor of Business

Major: Human Resource Management

إفادة تخرج

البكالوريوس في إدارة الأعمال

تخصص: إدارة الموارد البشرية

To whom it may concern,

Name: Ahmed Fuad Taher Hasan Almahroos

Student ID: 201400029

CPR: 960401482

This is to certify that Ahmed Fuad Taher Hasan Almahroos has successfully completed the graduation requirements for the Bachelor of Business at the end of the Second Semester of Academic Year 2019-2020.

The Graduation Certificate, endorsed by the Board of Trustees, will be issued to the graduate after the Graduation ceremony.

إلى من يهمه الأمر،

الاسم: أحمد فؤاد طاهر حسن المحروس

الرقم الجامعي : 201400029

الرقم الشخصي: 960401482

تفيد إدارة القبول والتسجيل ببوليتكنك البحرين بأن الطالب أحمد فؤاد طاهر حسن المحروس قد أنهى بنجاح جميع متطلبات التخرج من برنامج البكالوريوس في إدارة الأعمال، وذلك في نهاية الفصل الدراسي الثاني من العام الأكاديمي 2019-2020.

علماً بأن الطالب سوف يمنح شهادة التخرج حال إقرارها من قبل مجلس الأمناء وبعد حفل التخرج.

Yours sincerely,

Ahmed Malalla Ramadhan

Director: Registry

Bahrain Polytechnic



تفضلوا بقبول فائق التقدير والاحترام،

أحمد مال الله رمضان

مدير إدارة القبول والتسجيل

بوليتكنك البحرين

This is an auto-generated letter. To validate this letter, access Bahrain Polytechnic website using Reference code: JUY04500029501

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+973 1789 7009
www.polytechnic.bh



2. Human resources management short course by E_learning College



Confirmation of Course Completion

Date: 2nd July 2020

Course Start Date: 9th June 2020

Course Completion Date: 30th June 2020

To whom it may concern,

This letter serves to confirm that:

Ahmed Almahroos

has successfully completed all required elements (learning outcomes, assignments and projects) of the following online course:

Human Resources Management (Short Course)

The candidate was assessed through a series of written assignments/projects in English.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely,

Dr. Irfan Raja
Director - Learning

REGISTRATION NUMBER
513512

This certificate remains the property of eLearning College and must
not in any circumstances be altered or otherwise defaced.

LETTER NUMBER
LC74828

www.elearningcollege.com

3. Communication and interpersonal skills at the workplace.



Issued 25th July 2020. futurelearn.com/certificates/huep41

Certificate of Achievement

Ahmed Almahroos

has completed the following course:

COMMUNICATION AND INTERPERSONAL SKILLS AT WORK
UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

On this course, you've discovered the best communication strategies for effective workplace collaboration, and reflected on your own personal communication style.

2 weeks, 2 hours per week

Jennifer Rosen
Lead Educator



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.



This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from University of Leeds and Institute of Coding.

4. Facilitating and developing online training sessions for youth by YLP and UNDP

