

Muhammad Yaqoob Shahwani



In search of a deserving job in a reputed organization and to serve the organization with the best of my ability and at the same time grow both personally and professionally by continuously increasing my skills.

WORK EXPERIENCE

Naseef W.L.L

Administrator

November 2022 – Present

- Preparing & recording daily attendance of all staff (130+ employees)
- Preparing the monthly attendance report for payroll using Odoo.
- Preparing quotations for events/caterings.
- Posting ads online for jobs vacancies and shortlisting CV's.
- Preparing official letters & memos for the HR manager.
- Filing & keeping records of all documents required/processed by the HR manager.
- Filing & keeping records for all the employees.

MSH Hospitality Management – The Music Hall Lounge & Restaurant

HR Manager/ Administrator/ Purchasing Officer

November 2020 – November 2022

- Managing staff schedule.
- Conducting interviews and hiring new staff.
- Placing LPOs.
- Operating on the listed government online platforms such as: SIO, LMRA, Sijilat, Bahrain.bh, Traffic Directorate, etc.
- Preparing contracts for staff as well as outsource companies.
- Helping in inventory.
- Processing the payroll.
- Conducting disciplinary actions.
- Maintaining employees' records.

Retroban Worldwide (RBW)

June 2019 – September 2020

- Installation engineer for Bwallet & Repo Rewards.
- Ahli United Bank migration project – Collection of old transaction devices.
- Arab Financial Service (AFS) project – Sales team member for AFS card machines.
- Credimax project – Installation of new credit card machines and training the customers for using the new contactless payment system.

Al Jabal Yard for car spare parts & scraped metals

General Manager

January 2015 – April 2018

CONTACT

☎ Phone +973 38883587

📍 Bahrain

✉ Email: mohammadqb@gmail.com

SOFTWARE

- MS Office
- Odoo
- Auto Cad & Inventor
- Web Surfing

SKILLS

- ✓ Team work
- ✓ Creativity
- ✓ Leadership skill
- ✓ Fast Learner
- ✓ Negotiation

LANGUAGES

English
Arabic
Balochi
Urdu
Hindi

Personal Information

Date of Birth: August 26, 1994

Nationality: Pakistani

Driving License: Yes

3rd Party Host for Intercol Marlboro Sales Department

July 2019 – October 2019 (Part time)

Pico Event Management Company: Usher

- Lego Shows Bahrain 2019.
- Mara'ee Bahrain 2019.
- Festial City Bahrain 2018.

Unison Manufacturing HF LTD Diamond Exhibitor

Arabia Jewellery Exhibition of Diamonds 2016 & 2017.

Batelco Promoter – Sales of Batelco sim cards – 2016

RIA Institute for Special Children Volunteer – Assistant Teacher

June 2013 – August 2013

EDUCATION

University Of The People

Bachelor of Business Administration – Distance
2020 – Present
Pasadena, California, United States

Global Institute For Management Science

Computer Hardware
2018
Kingdom of Bahrain

University of Bahrain

Mechanical Engineering
2014 – 2016
Kingdom of Bahrain

New Millennium School – Delhi Public School

AISSCE – Grade 12
2014
Kingdom of Bahrain

REFERENCE [Available upon request]