

Mohamed Saleh Abdulwahab Abdulla

House: 1902 ▪ Road: 3638 ▪ A'ali 736
39200065 ▪ 39478502



Bahraini, married, born on 26 November 1982

Objective

Seeking to obtain a full time position in an organization which will offer a variety of challenges and responsibilities where my skills and abilities can be fully utilized and developed.

Skills

- Strong PC skills with proficiency in all current software such as Microsoft Office, Microsoft Windows, internet browsers and email programs.
- Proactive, confident and able to be calm in emergency situations.
- Able to work unsupervised or as part of a team with a capability to develop and maintain constructive and cooperative working relationships.
- Good English and Arabic, written and oral communication skills.

Work Experience

WS Atkins & Partners Overseas

2005 – 2017

Driver and Administrative Assistant

- Organized and coordinated clearance requirements in ministries and government authorities.
- Carried out the arrangements required for transporting engineers and technicians into supervised construction sites.
- Served as the lead driver handling all logistical aspects of the company in Bahrain and Saudi Arabia.
- Responding quickly and accurately responded to incoming phone calls.
- Providing administrative support such as copying, faxing and mail handling.
- Screening, filing and retrieving corporate documents and maintaining logs of activities and completed tasks.
- Keeping track of received transmittals, preparing and sorting documents, and contacting originators of documents source in case of errors or inconsistencies.
- Processing document control databases and utilizing spreadsheet to register project drawings.
- Preparing invoices and LPOs for company purchases and forward them to the accounting department.

Work Experience (continued)

Almoayed Group – Security Division 2001 – 2004

Security Officer

Patrolled industrial and commercial premises, responsibilities included:

- Maintaining the safety and security of staff and visitors.
- Patrolling external grounds, including parking lots, and the interior of facilities, ensuring all access points were properly secured.
- Operating detection devices to screen individuals and prevent passage of prohibited articles.
- Investigating offenses, accidents, and incidents. Warning violators and apprehend or evict them from premises.
- Interacting with Police and Fire Departments in emergency situations as needed.
- Preparing written reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Education

Shaikh Isa bin Ali Al Khalifa Commercial Secondary School **1997 – 2012**

- Commercial secondary school studies

Baisan Institute of Hospitality Management **2004 – 2005**

- Retail course

British Council **2006 – 2007**

- English courses

MXM International **2008**

- Defensive driving course including emergency break and avoidance

ICDL **2008**

- International Computer Driving License

References

Further references will be furnished upon request.