



Hussain Edhrabooh

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Bahraini male born in

Objectives

Achieve high level of personal and organizational statistician
Continue professional development

Education & Professional Development

September 2015	work ethics
December 2014	Employee Enthusiasm
September- November 2014	English
May-June 2013	Bahrain Labour Law
December 2012	HABC Level 1 Award in Fire Safety
May 2012	Team Building: Experiential learning
November 2011	professional work ethics
February 2011	English level 1
November 2010	personal and professional development skills through NLP
November 2010	Effective Time Management
April 2010 & December 2009	Effective Communication Skills
April 2008	ICDL
August 2004	Work behaviors
2001-2004	High secondary qualification

Experience

EURO Motors CO. W.L.L.

Liaison Clerk and HR Assistant - December 2008 – 2016

- Clearance in traffic management of registration, conversion, issuance, renewal and export.
- Assure all documentations are correctly completed and received by the relevant department/division inside or outside the company. e.g. Ministries, Banks, Goesi and

embassies

- Organize with the specific council for training in retail regarding staff trainings
- Report to management the required information
- Provide support to the group companies (Al Zayani Investments W.L.L)
- Apply online for different type of visas through the LMRA website
- Process/ follow up regarding work and family visa documents with emigration department
- Process CPR preparation and medical check for staff and their families from taking appointments online till handling them to staff
- Process payments for different services obtained e.g. electricity bill, telephone bill goesi invoices, health invoices, specific council bill, institutes contracted for training and follow up final settlement for staff leaving the company.

Gulf Market International W.L.L & Al-fanar Investment

Debt collector then Salesman and finally liaison clerk- *May 2005 – November 2008*

- Collect/ Issue letters and parcels from post office.
- Deposit money in banks as required.
- Submit tenders and related works in to ministries and all related correspondence.
- Pay telephone and electricity Bills.
- Finalize documents with governmental and private authorities.
- Check invoices and approve for the credit worthiness of the customers, and credit terms.
- Posting invoices online.
- Monitor all receivables on daily basis, and follow up for the payments.
- Submit daily reports to Credit Control Officer related to follow up process with customers, ministries etc.
- Maintain the personnel records and passport of all employees, including attendance; leave record, residence permits, renewals, re-entry, as well as attending other formalities.
- Ensure complete adherence to the company policies as issued by the management from time to time.

Skills

- IT Skills: Microsoft Office, internet, email.
- Communication skills: oral and written,team work.
- Customer service orientation.
- Adopt with work pressure and situations.