



House 173, Road 806, Block
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Shuaib.karam.91@gmail.com

Objective:

Hard working and enthusiastic young Bahraini citizen, looking for an appropriate job, where the skills and knowledge obtained from previous experience could be utilized and developed and new skills and knowledge can be obtained.

SHUAIB MANDANI GHAREEB KARAM

DATE OF BIRTH: 27/1/1991

PASSPORT NO: 2253203

NATIONALITY: BAHRAINI

SKILLS AND KNOWLEDGE

Languages:

Arabic: fluent (Native Language)

English: fluent, (Speaking & Writing)

Computer Skills:

Proficiency in Computer Operations, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.), and professional use of internet applications such as formal Email and searching engines.

Employability Skills:

Working with others, time management, communicate well both verbally and in writing, problems solver, fast learning, Presenting information clearly and effectively.

Other Skills and Knowledge:

Office keeping, book keeping, logistic handling, meeting clients, dealing with Numeracy, Sales.

EDUCATION

GENERAL SECONDARY LEVEL CERTIFICATE
MUHARRAQ SECONDARY COMMERCIAL SCHOOL
GRADE: 73.6%

WORK EXPERIENCE

February 2012 - March 2014 Carrefour Hypermarket
Cashier

Responsibilities:-

- Handle cash transactions with customers
- Scan goods and collect payments
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishments
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Bag, box or wrap packages
- Pleasantly deal with customers to ensure satisfaction



APRIL 2014 TO DATE CENTRE OF EXCELLENCE FOR TECH.
AND VOC. EDUCATION ADMINISTRATIVE ASSISTANT

RESPONSIBILITIES:

- Answer and direct all inbound telephone calls and manage the email address.
- Assist and coordinate with trainer and trainees in the Centre.
- Maintain company telephone directories. Greet and sign in visitors to the center.
- Confirm the visitors to the are not left unattended and wear a visitor badge at all times.
- Ensure the logistics store is well maintained, and has adequate levels of fresh inventory.
- Store inventory once per month and order and maintain adequate level of office supplies.
- Keep supply cabinets well stocked and organized.
- Maintain front lobby area, Training rooms and copy areas, putting items away as necessary.
- General office tasks such as sending faxes, laminating and stamping mail, and sorting Fills.
- Complete daily reports for distribution to various departments
- Ready to take other responsibilities when needed..



March 2017 to date at Balexco

RESPONSIBILITIES:

- Adjust machine parts as needed to ensure proper speed, pressure, temperature and amount of materials for quality production.
- Measure, weigh and examine all products before they're packaged to see that they meet company and industry Standards.
- Monitor and control machines on a daily basis to maintain daily and weekly production schedule. Complete quality checks and paperwork every day to maintain production and industry regulations and company standards.
- Make sure work environment remains safe, uncluttered, clean and well-maintained by performing maintenance and general janitorial duties throughout shift as time allows.
- Look over all work orders and instructions to see which ingredients, machines, parts and materials are needed to complete orders to full customer satisfaction.
- Engage in continuing education training and seminars to remain up-to-date on the latest industry techniques, machines safety regulations and equipment.
- Troubleshoot, diagnose, repair and maintain assigned machines and equipment as needed for maximum product quality and operational efficiency.

REFERENCES

Ghaleb Kaden - Centre of Excellence for Tech. and Voc. Education -36665297