

# Curriculum Vitae

## ► Personal Information

- **Name** Jassim Mohammed Ali Ahmed Alaiwi
- **Marital status** single
- **Nationality** Bahraini
- **CPR** 931209242
- **Birthday** 1/12/1993
- **Address** Flat 12 BLD 1294 Road 3326  
Manama/umAlhassam 333
- **Contact numbers** (+973) 33028333
- **Email** jasmi9-3@hotmail.com



## ► PROFILE

I am an enterprising young professional intending to continue my development as a consultant. I think in terms of results and objectives, I am enthusiastic and work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

## ► Experience Employment

**09/2012 to 11/2014** Secretary in Alnamuthajya Construction Company  
Spoke to customers when handling errors occurred  
Responsible for the entire service-handling process  
Managed a team of 10 stockers  
Check the work areas to complete the work on time  
Use the computer to write reports and make contracts for workers

**11/2014 to 11/2018** Supervisor in Bintalbalad Restaurant  
Responsible for the entire food-handling process  
Managed a team  
Spoke to deference type of customers  
Try to solve problems as much as possible  
Send reports to manager  
Registration of attendance and absence of employees

## ► Education

2009 - 2012  
English access Micro Scholarship Program  
Certificate of Achievement

2009 - 2012  
Sh.abdul aziz m.alkhlifa sec. boys school and obtained  
Bahrain Secondary Commerce Certificate

## ► Personal Skills

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- Languages: English (good spoken and written command) Arabic (good spoken and written command)
- Software : Adobe Photoshop, SAP, JAVA, Microsoft Word , Microsoft Excel , Microsoft power point, Microsoft Access Database ,HTML
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Professional in Email Communication
- Adaptable to new technology
- Ability to prepare routine administrative paperwork
- Ability to work under constant pressures and for long time
- Ability to implement/develop new procedures
- Able to work as a part of team
- Ability to analyze and solve problems

## Interests/Activities/Accomplishments

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- reading books
- Learn new things
- Discover new cultures
- Communication with people
- Travel