

Abdulla Alsaffar

Personal Details

Date of Birth: 8th September, 1999 **Nationality:** Bahraini **Marital Status:** Single
Languages: Fluency in Arabic; Very Good in English
Email: abood.34@hotmail.com **Mobile:** +973 33311792



Professional Summary:

- Strong attributes in communications with both clients and staff, complimented by my natural character of being a self-starter with good initiative and awareness.
- A seasoned professional who balances decision making with day-to-day operational concerns

Specialties:

A highly motivated individual possessing a unique blend of expertise and experience in Client relations, Operations, An excellent communicator at all levels. I am a reliable, trustworthy facilitator who will deliver tangible benefits and drive change.

Work Experience:

Nikapol Express Cargo – Bahrain
Public Relationship Officer

July 2017 - Present

Duties:

- Prepares required documentation for the Bahrain RP (Resident Permit), driver's visa submission at the Saudi Embassy.
- Employees Smart Card issuance & renewals as well the update.

Education

Sheikh Abdullah bin Isa Al Khalifa Technical Secondary school (High School Diploma) Bahrain
Torquay International School (English as a Second Language) Torquay, UK

Awards

December 2017 NEC Employee of the year

Training

- Dangerous Goods Awareness Bahrain

Hobbies

Computing, Reading, and Travel

