

# Ghadeer Mearaj

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## WORK EXPERIENCE

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**Obai and Hill** – Account Executive May 2018 – July 2018

- Negotiating with clients, solving any problems and making sure deadlines are met.
- Checking and reporting on the campaign's progress.
- Meeting clients to discuss their advertising needs.

**Citibank** – Citiphone Agent July 2015 – May 2018

- Answer customers' queries for all products and services offered by the bank.
- Identifying and escalating customer issues to the appropriate stakeholders.
- Executing banking transactions and cross-selling products.
- Maintaining and improving quality results by adhering to standards and guidelines
- Handling testing and support for IVR and reporting system.

**Pegasus Real Estates** – Sales Assistant Dec 2014 – Jan 2015

- Meeting prospect clients
- Advertising and promoting real estate properties
- Arrange for clients to visit the project site and inspect the property

**Mathias Tourism** – Tour guide Nov 2013 – Feb 2014

- Act as a cultural ambassador for Bahrain.
- Introduce tourists to the different attractions, monuments, museums and culture of Bahrain.

**Cloud 9** – Part-time Promoter Nov 2011 – Jun 2013

- Demonstrate and provide information on promoted products/services.
- Set up booths or promotional stands and stock products.
- Distribute product samples, brochures, flyers etc. to source new sales opportunities.
- Create a positive image and lead consumers to use it.

**Ministry of Agriculture** – Surveyor Sep – Oct 2010

- Collect quantitative information about transport in Bahrain.
- Interview different families for data collection.

## EDUCATION

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**Bahrain Polytechnic** 2009 – 2014.

- BSc in Accounting.
- Final year project: Develop a comprehensive business plan for a retail start-up.

**Isa Town Commercial Girls School** 2006 – 2009

- High School Diploma.

## INTERESTS AND ACHIEVEMENTS

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- Organizer for the Gulf Cruise Road Show Event. Nov - 2013

- Organizer in the HRM summit. Oct - 2013

- An active member of AIESEC projects team. 2012

- Participant in the entrepreneurs' day conference. Oct - 2010

- Organized a youth summer training program for the Bahrain Young Ladies Association which was sponsored by GPIC. Aug - 2009

- Volunteer work over the years for the Bahrain Young Ladies Association, Aisha Yateem

Family Counseling Centre. 2009 - Present

## SKILLS

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- Interpersonal Skills: Hard Worker, Fast Learner, Motivated, Ambitious, Committed, Punctual, Reliable, Excellent communication & presentation skills and can easily learn new programs and applications.
  - Languages: Fluent in Arabic and English.

## REFERENCES AVAILABLE ON REQUEST

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