Saleh Hassan Ali Matter

House: 2212   Road: 1946
Dumistan 1019
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Personal Details :-

Nationality: Bahraini
Passport number: 2170190
CPR number: 851104401
Date of Birth: 12 November 1985
Marital status: Married

Educational Qualification :-

Course / Qualification	Dates from and to	Education Institution
General Secondary School Certificate	2001 - 2004	Al-jabriya Industrial Secondary School
Training in Maintenance Division	From FEB 2004 To MAR 2004	The Bahrain Petroleum Company (Bapco)
Diploma Yes I Can	Dec 2004	Radisson Hotels & Resort
Distinction in Business English	Feb 2009	Victory Training & Development Institute
Effective Communication Skills (1)	May 2009	Victory Training & Development Institute
Diploma Responsible Business Training	Aug 2009	Radisson Hotels & Resort
Effective Communication Skills (2)	Nov 2009	Victory Training & Development Institute
Work Ethics	Dec 2012	Logic Institute

Experience:-

Job Title	Dates from and to	Company Named
		National Hotels Company
Laundry Department	From DEC 2004 To NOV 2010	
		Nasser Pharmacy
—	From DEC 2010 To SEP 2011	
Messeger	From SEP 2011 To JUN 2018	Jabir Bin Hayyan Elementary School for boys
Admin & Accountant	From SEP 2013 To NOW	Ertiqaa Eduction Center

Additional skills-
The language:-
1. **ARABIC.**
2. **ENGLISH.**
3. **INDIAN.**

- ❖ Strong negotiation and interpersonal skills.
- ❖ Cooperative at work, with leadership ability and hard working.
- ❖ Data controller: uses MS word, power point, internet and office equipment
- ❖ Analyzes information, categorizes data , and does decision-making.
- ❖ Good in oral and written communication, public speaking, reading for understanding, and understanding the need the needs of others.

Profile:-
- o Enjoys working in challenging environment and can handle more than one task at a time.
- o Excellent skill in organizing programs, activities and time

Interests:-
- ♥ Reading a magazine and stories
- ♥ Sports activities

References :-
Available upon requested