

# CURRICULUM VITAE



## \*PERSONAL DETAILS

**Name** : Mohammed Abdulla Ahmed Abdulla  
**Date of Birth** : 18/09/1989  
**Nationality** : Bahrain  
**CPR Number** : 890909229  
**Address** : SALMABAD - Building 955 - Road 827 - Block 708  
**Telephone** : (Mobile) 34138990 / 36862559  
**E-mail** : Abo3bood89m@gmail.com  
**Marital status** : Married

## \*Experience

Position	Company	From	To
Mechanical And Driver And Clear Transactions	Eastern Aspalt	01/02/2007	01/06/2013
Clear Trannsactions	Life Life	01/12/2013	02/01/2015
SECURTY	Gulf Suites Hotel Amwaj	07/01/2015	04/08/2015
Reception and Attendant laundry And security	Alghalia Company	06/08/2015	Steel Work

## \*Skills

- Working Under Pressure.
- Working Individual & with Groups.
- Excellent working knowledge in MS Office (Words, Power Point, Excel, Outlook) & Internet
- Ability to perform office tasks
- Ability to using excellent written and oral communication skill.
- Professional in Administrative works.

**LANGUAGES:**

- English Skills. (Writing & Reading & Speaking)
- Arabic (Writing & Reading & Speaking)

**INTERESTS:**

- Reading Books.
- Business & Marketing & Sales.
- Learning new studies.
- Computer & Internet.

**QUALITIES:**

- Hard Worker.
- Excellent Listener.
- Helpful.
- Friendly.
- Flexible in Hard Situations.
- Behaved.