

BASSAM WAHEED

GET IN TOUCH

Address: Isa Town, Bahrain
Phone: (+973) 3875 0919
Email:
bassamabdulwaheed@gmail.com

LANGUAGES

English
Arabic
Urdu
Hindi
Punjabi

Valid CPR of Bahrain
Valid Driving License

PERSONAL BACKGROUND

I am a 31-year old undergraduate with experience in Salesmanship, Administrative and Managerial work. I am seeking a job in a challenging environment where I can facilitate organizational growth while utilizing and enhancing my acquired skills.

PROFESSIONAL HISTORY

Receptionist

TNS Global Market Research Company, Riyadh | June - September 2020

- Greeted all clients and managed all calls made to the company.
- Responsible for administrative work, coordination between departments, event organization, translation of documents from English to Arabic and vice-versa etc.

Data Entry Operator & Interviewer

TNS Global Market Research Company, Riyadh | 2019 - 2020

- Managed research data as a Data Entry Operator
- Helped resolve customer issues and concerns
- Worked as an interviewer

Interior Design Project Manager & Sales Manager

Waleed Decorations, Riyadh | 2011-2019

- Managed the staff, projects (on-site & off-site), storage and sales etc.
- Responsible for client meeting, dealing & satisfaction.

PERSONAL SKILLS

- Management and Coordination skills
- Administrative skills
- Time Management skills
- Critical thinker
- Flexible & Adaptive
- Notable Verbal and Written Communication Skills
- Teamwork and Organization skills
- Dedicated, hardworking and fast-learner
- Systematic & Coherent
- Strive for quality in all activities
- Work well under pressure

COMPUTER SKILLS

- MS Word
- MS Excel
- MS Powerpoint
- Internet Browsing
- Call Center Software
- Basic Computer Skills

EDUCATIONAL HISTORY

Punjab Board, Lahore, Pakistan | 2008

High School / Higher Secondary School Certificate (Incomplete)

- Economics
- Mathematics
- Accounting

Punjab Board, Lahore, Pakistan | 2006

Secondary School Certificate

- Biology
- Physics
- Chemistry

TECHNICAL AND VOCATIONAL SKILLS

- Management Skills
- Supervision of Labor
- Management of Manpower
- Salesmanship
- Business Management
- Document Organizing
- Record Keeping
- Customer Dealing
- Technical / Repair Work
- Blinds / Curtain Application
- Measurement Work
- Ceiling Work
- Wood Panel Work
- Wallpaper Application
- Tiles Application
- Aluminum Work
- Glass Work
- All Types of Gypsum Work
- Driving
- Familiar with Numerous Machinery