



Mahmoud Ata Hammouda

Objectives

Excellent organizational and administrative skills, with an experience in dealing with customers and high level workloads within strict deadlines. Now looking to start a new challenging career, within a customer facing, administration position where I can improve and employ my skills and experience, enhance my career position, gain more and new work experience and increase my income.

Personal Details

- **Date of birth:** July 4,1975
- **Nationality:** Palestinian
- **Marital status:** married
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Key Skills and Experience

- Administration
- Supervision
- Communication
- Organization
- Public relation
- Customer service
- Clearance of and follow up with government transactions
- Establishment of companies, restaurants and stores
- Providing manpowering
- Working within strict deadlines and high workloads
- Working within a team
- Reception
- Good command of English
- Computer literacy
- Valid driving license

Educational Background

- **Jasim bin Hamad Secondary School, Doha _ Qatar (1990-1993)**
High School Certificate

Job Experience

Mexway Restaurant – Beryanak Restaurant (April 2016 – May 2018)
Executive, Human Resources and Public Relations Manager

Mousa Trading Company, Bahrain (August 2014 – December 2015)
Sales Representative

Nablus Sweet and Coffeeshop, Bahrain (October 2009 – July 2010)
Executive Manager - representative for the company

California Hotel, Bahrain (March 2005 - Aug 2009)
Store Manager - Public Relation - Duty Manager

Noor Specialist Hospital - German Rehabilitation Center (Physiotherapy Department) (May 2007 - November 2007)
Coordinator – Receptionist

Arabian Gulf Bio Remedies - Rain Soft Bahrain – Manama (Jan.2006 - April 2007)
In Door Sales Representative - (Part time)

European Gaza Hospital, Palestine (July 2000 - Nov.2004)
Patient Representative - Administrative Assistant

Training Courses

- **Egyptian Arab Land Bank, Palestine (1997 – 1999)**
Trainee in all sections
- **British council, Doha _ Qatar (1991)**
General English (30hours)
- **Alami Center for computer, Palestine (1994)**
Word Processing (108 Hours)
- **European Gaza Hospital, (July – 2000)**
-Inter-active workshops
-introductory workshops in (Win 98_Ms Excel- Ms Word -Ms Access)
- **Computer Land Center, Palestine (2002)**
Windows N.T. Administration – Windows 2000 server (36 Hours)

UNRWA & SMET (2004)

- Pricing and Awarding Construction Bids (15 Hours)
- Web Page Design (15 Hours)
- English Based - Financial Accounting (15 Hours)

Additional Skills

- Providing a face-to-face service if the customer cannot be dealt with over the phone.
- Answering questions by phone post and email.
- Expedited administration routines and made the filing system more efficient.
- Ability to deal with the financial and bank transactions effectively.

References

Available on request