



# MAHMOOD MOHAMED ARAFAT

Seeking a challenging position in a reputable organization in which I can develop my skills and gain professional experience especially in HR management.



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House No. 2985, Road No. 2355, Block No. 623, East Eker, Bahrain



15 April, 1991

910409307

## SKILLS

Customer Service

Team work spirit

Quality Leadership

Team work spirit

Quality Leadership

Communication Skills

Time Managment

Problem Solving

Self-motivated

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

## WORK EXPERIENCE

### Store Keeper Ahmadi Industries

08/2018 – Present

Sitra

#### Achievements/Tasks

- Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, delivering, and maintaining a perpetual inventory of forms, office supplies, and other stock-related duties.
- Maintain receipts, records, and withdrawals of the stockroom.
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.

### Service Associate JAWAD 24Hrs - Packing Room Daily Process

01/2016 – 08/2018

Manama

Retail conglomerate with operations spanning Fashion, Restaurants, Sales and Distribution, and Supermarkets across the region.

#### Achievements/Tasks

- Preparing, receiving, and sending orders.
- Using packing and producing and expiring date machines.
- Preparing goods received note and invoices in a daily basis.

### Customer Service, Cashier Waitrose

02/2013 – 02/2014

Manama

#### Achievements/Tasks

- Scanning goods, collect payments, maintaining receipts, records and withdrawals.
- Making sales referrals, cross-sell products and introducing new ones.
- Checking materials and supplies and reporting when stock is low.
- Counting the contents of cash register drawer at the end of each shift.
- Resolving customers complaints, guiding them and answering to their inquiries.

## EDUCATION

### Student of Marketing University of Bahrain

09/2009 – 12/2012

Manama

### High School Degree Altaawon Secondary School

09/2006 – 06/2009

Specialty - Commercial

## CERTIFICATES

### Diploma in Human Resources Management (HRM) (10/2017 – 03/2018)

Global professional certificate delivered by International Qualifications Network (IQN) and certificated by Edinburgh Napier University, Scottish credit and qualification framework, and Ministry of Labour of Bahrain.

### English - level 3 (03/2017 – 05/2017)

Berlitz Institute