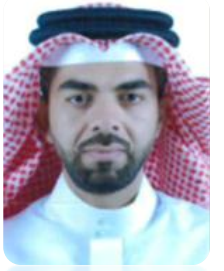


CURRICULAM VITAE

Personal Profile

Name	Jameel Ramadhan Hasan	
CPR	850103967	
Address	House – 1728, Road – 1630, Block – 1216, Hamad Town	
Telephone No.	+973 39046016	
Date of Birth	05 Jan 1985	
Gender	Male	
Marital Status	Married	
Nationality	Bahraini	
E-Mial	Jemmy8587@gmail.com	

Education

2018 – 2019	Certificate of completion in Discipline & Work Ethics Skills Workshop (National Institute for Industrial Training)
2015 – 2016	Certificate of completion in Handling Customers Complaints Workshop (Yellow Hat Training)
2014 – 2015	Certificate of completion a course in English level 1 (Berlitz Training Center)
1999 – 2001	Secondary Certificate Shaikh Abdulla Bin Isa Al- Khalifa Secondary School.

Objective

To obtain a position in an Organization that will provide the opportunity for advancement.

Work Experience

2016 – 2019 Parts Department – First Motors W.L.L (Hyundai Agency) Till Date

- According to customer requirements and as per the model detail specify the correct part numbers from Parts Catalogue/micro fiche, CD and prepare the parts quotations, picking lists & invoices through the Computer.
- Answer all telephone calls quickly, (within three rings) and efficiently. If for any reason you have to call the customer back ensure this is done at the earliest possible opportunity.
- Unpacking Sea/Air consignments cases from outside & bringing the spare parts inside the warehouse & binning the parts.
- Receive the parts picking list, pick the parts from the bins and verify the part numbers and quantities against the picking list.
- Tick the quantities picked from the bins on the picking list, and incase part not available round the quantity and indicate as N/S.
- Properly arranging the parts in the shelves.
- Sales Area & Warehouse should be kept clean & tidy.
- Cross checking the Picking list with the invoices & any discrepancy should be informed to the Supervisor.
- Picking & checking the inter department parts transfers.
- If necessary to deliver spare parts to the inter department / warehouse.
- Periodical Spare Parts stock checking.
- Be friendly, professional and efficient when working with all customers, both on the.

2013 – 2016 Custom Clearance Officer – First Motor W.L.L (Hyundai Agency)

- To Ensure that the imported vehicle, spare parts, equipment's (For the entire group).
- Any other goods documents are prepared prior to arrival to Bahrain port & Liaise with the following Bodies Associated Port Directorate, Custom & Clearance, Traffic Directorate and Compliances with Bahrain Import Law & Company Procedures.
- Preparation of Material Received Vouchers (MRV's) for Vehicles, Spare Parts, Any Other.
- Any issues like Paying Demurrage Etc. To be brought to the notice of Senior Accountant and Department Managers Immediately.

2003 – 2013 Sales Agent – Elegance Palace for Marble and Ceramic

- Listening to customer requirement and presenting appropriately to make a sale.
- Maintaining and developing relationship with existing customers in person and via telephone calls emails.
- Cold calling to arrange meeting with potential customer to prospect for new business (Sales push channel project).

2007 – 2011 Sales Marketing Executive, Part time – Q net

Skills & Attributes

Interpersonal Skills	➤ Ability to manage assignment and tasks.
	➤ Fast learning and motivated.
	➤ Ability to work under pressure and excellent time management.
	➤ Ability to face challenge.
Computer Skills	➤ MOS Office.
	➤ OFQOC website customer authority.

Activities and Interests

- Drag racing
 - Football
 - Balling
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Reference

- Available upon request
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