

Mohamed Majeed Mohamed

Customer Service / Accounting Professional



PERSONAL

Name: Mohamed Majeed Mohamed

Date of Birth: 19th January 1997

Relationship Single

Nationality Bahraini

CONTACT

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Address : Villa
681, Road 7511,
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LANGUAGES:

➤ Arabic
(Reading, Speaking, writing)

★★★★★★★

➤ English
(Reading, Speaking, writing)

★★★★★★★

➤ Indian
(Speaking)

★★★★★★★

OBJECTIVE:

Looking for a job in which I can make all my information and expertise in all honesty and sincerity and put it in reach of the recipient of the service, and I'm going to develop my abilities and my skills by taking advantage of the experience and expertise and keep up with scientific and practical developments in my field, and I am trying to promote the work of the organization that I work where the best and leave the positive impact an effective level.

EDUCATION:

2016 – 2019 ➤ Bachelor's of Commerce
Bharati Vidyapeeth University Pune, India

2012 – 2015 ➤ Jidhafs Technical Secondary Schools
Industrial (Car) MAJOR

TRAINING:

- IOSH Managing Safely V.5.0 – Nist Institute Privet Limited Chennai, India (May 2019)
- British Safety Council Level 2 Award in Principles of Risk Assessment – NIST Institute Privet Limited, Chennai, India (May 2019)
- British Safety Council Level 2 Award in Principles of Fire Safety – NIST Institute Privet Limited, Chennai, India (May 2019)
- Human Resources (Practical) – Seven Mentor Privet Limited, Pune, India (Jan 2019)
- Basics of Microsoft Office

SKILLS:

- KNOWLEDGE in creating "Corporate Accounting".
- KNOWLEDGE in creating "Auditing & Taxation".
- KNOWLEDGE in checking "Banking & Insurance".
- KNOWLEDGE in checking "Cost Management".
- KNOWLEDGE in using Outlook, DropBox, Collaboration, Online Essential.
- KNOWLEDGE in using Microsoft Office Such as (Word, Excel, PowerPoint).
- Successful in managing time, prioritizing tasks, and exercising the sound judgment required to improve the quality of customer care.
- Maintain critical thinking skills essential of proving competent and dignified customer care.
- Comfortable in fast-paced emergency situation and adept in crisis management.
- Forms and retains excellent relationships with colleagues and clients.
- Ability to learn more and work.
- Strong analytical, problem solving, organizational ability.

REFERENCES:

Adequate references will be provided on demand