

## CURRICULAM VITA

Murtadha Mohammed Abdulla Mohammed Ebrahim  
Mob: 33243276



### Objective:

I'm a 32 years old Bahraini citizen, energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, excellent problem solving skills and good team work to provide optimum support for your organization.

### Personal Details:

Nationality : Bahraini  
Date of Birth : 23 Feb 1989  
Material Status : married  
Address : Villa 2430, Road 2570, Karzakkan 1025  
CPR NO : 890205779  
Hobbies : Football,  
Swimming Valid Driving License No : 890205779  
Tel : 33243276  
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### Education & Qualifications

- 2013-2015 NEBOSH Health & Safety At Work Qualification Certificate at Al Mashreq Training
- 2011-2013 National Diploma for Networking at Bahrain Training Institute (BTI)
- 2010 Studied Information Technology at AMA University
- 2008-2009 Studied Information Technology in UNIVERSITY OF BAHRAIN
- 2004-2006 Obtained the General Secondary Certificate from Sheikh Isa Bin Ali Secondary School Isa Town (Business Literature)
- 2001-2003 Preparatory School Certificate from (AL Khalil Bin Ahmed school)
- 1995 - 2000 Primary School Certificate from ( Karzakkan primary school)

### Work Experience:

- [Technical Service Advisor](#) in **Kanoo** (Michelin Tyres Service Center) from 2021 till date

**Responsibilities:**

- Receiving Vehicles
- Issuing quotations for customer
- Collect the money
- Dealing with clients.
- Issued invoices
- Issuing quotations for customer
- Checking Tyres damage and estimating repairing.
- Discharging Machine or Tyres.

- [Technical Service Advisor](#) in **NASS** COMMERCIAL from 2019 for Two years

**Responsibilities:**

- Receiving Machine
- Dealing with clients.
- Issued invoices
- Preparing purchase requisition
- Issuing quotations for customer
- Checking Machine damage and estimating repairing.
- Following up with customers about their Machine status.
- Discharging Machine.

- [Reception Controller](#) in GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC) from 2019

**Responsibilities:**

- Keeping close watch on reception Staff for receiving more vehicles to benefit our company, also teaching them how to make good dealing with customers.
- Giving ideas & making plans to receive more vehicles and reporting to Manager.
- Also making good arrangements of keeping valuable document's in place and diverting customers to correct departments.

- [CALL CENTER](#) in GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC) from 2018

**Responsibilities:**

- Attending calls from Clients and giving feedback for any issues
- Transferring the Clients calls to respective department
- Handling complicated issues and updating customers for such issues

- [Safety Officer](#) in GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC) from 2014 for 6

month:

## **Responsibilities:**

- To ensure that the technicians are following the safety rules and regulation.
- To ensure that the work place is safe to work.
- Reporting the hazards in the workshops and contact with the responsible person to fix it.
- Reporting the technician injures and send them for treatment.
- Contacting with the Safety Department in Ministry of labor. □ monitoring the safety equipment.

- [Receptionist](#) in GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC) from September 2009:

### **Responsibilities:**

- Dealing with insurance clients.
- Issuing quotations for outside workshops.
- Convincing insurance clients to repair their vehicles in GUARC.
- Receiving vehicles.
- Checking vehicles damage and estimating repairing time.
- Following up with customers about their vehicle status.
- Discharging vehicles.
- I asked to cover some vacant positions when some staffs are on leave

- [Workshop Supervisor](#) with GULF UNION INSURANCE & REINSURANCE CO.

### **Responsibilities:**

- Supervisor of technicians and workers.
- Supervisor of paint section.

- [Administrative Clerk](#) with GULF UNION INSURANCE & REINSURANCE CO.

### **Responsibilities:**

- Opening job card
- Preparing daily status for the vehicles in workshop.
- Preparing technician overtime sheet.
- Controlling and registering the vehicles in the workshop in the FAME software.
- Preparing the formal sheets, letter, etc that related to work shop vehicles.

- [Outsourcing coordinators](#) with GULF UNION INSURANCE & REINSURANCE CO.

for 2 months.

**Responsibilities:**

- Receiving workshops quotations and attach it in the file.
- Processing files with the respective managers to review quotations and evaluate the damages value.
- Negotiate with the workshops.
- Managing and organizing large numbers of cases for easy and fast flow.

- [Vehicles Surveyor](#) with GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC) I help surveyor sometimes

**Responsibilities:**

- Vehicles surveying depending on traffic report and insurance regulations.
- Estimating damage value.

- [Store assistant manager.](#) With GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC), for 12 months.

**Responsibilities;**

- Handling of suppliers
- Also comparing quotations with lowest prices
- Preparing LPOS
- Receiving and issuing spare parts from system
- Maintaining stock of consumables & paints with re-order level

Languages:

- Arabic: Excellent
- English: Very Good

Skill  
I:

- Good communication skills
- Familiar with Accounting Software's "Solomon & Fame"
- Professional Expertise
- Possess working knowledge on computers.

- ☐ Possess good knowledge about accounting transaction.
- ☐ Possess very good knowledge in all Microsoft application such as Word, Excel & PowerPoint.
- ☐ Possess good knowledge with insurance regulations.
- ☐ Possess good knowledge with vehicles survey.
- ☐ Possess very good knowledge with customer services.
- ☐ Negotiation Skills
- ☐ Situational Leadership
- ☐ Excellent communication Skills.
- ☐ Accepting challenge
- ☐ Accept working individually or with team.
- ☐ Accept working in pressure.

#### Nature of Work:

- To deal Customer
- To Open Job Card
- To Prepare Material Requisition Slip (MRS)
- To Calculate Estimate for Spare Parts, Materials & Labor charges
- Time calculation/management-To divide job to technicians on the basis of Vehicle Survey report and nature of works.
- To Prepare Reports- Like Total number of Vehicles Inside the Garage, Job Completed Vehicles List ,Pars Fully/Partially Arrived Vehicles List, Staff Overtime List etc
- To Report Daily status to Management and Accounts
- Shared previous Experience and Suggested tips to IT Department while implementing new software

#### Declaration:

I hereby declare that the above mentioned statements are true to the best of my knowledge and belief.

I can furnish the proofs of the above claims if needed.