

# Resume

Juma Ahmed Marhoon Ali Marhoon

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**Objectives:** Obtain a challenging position with respectable company wherein I can develop my skills and gain a professional experience in the field of Any Job.

## Key Qualifications:

- Knowledgeable in Microsoft Operating System
- Exposed in Microsoft Office like Word & Excel
- Experienced in Safety Officer's Main Responsibilities
- Fluent in English & Arabic as well as Indian Language

## Experience:

May. 2008- Current	Safety Officer - Metro Marin Co.	. Update lifting gear equipment . Daily visual ship inspection . Daily inspection report
Jun. 2006 - Apr. 2008	Sales Assistant - Zahnoor Trading Co. W.L.L.	- Selling Various Clothes -Attending to Customer Service -Participating in Monthly Inventory
Nov 2002- Jun 2006	Construction's Security Officer - Group 4 / Bechtel Alba Line 5 Expansion Project	<ul style="list-style-type: none"><li>▪ Securing &amp; Protecting Construction Properties</li><li>▪ Ensuring Peace &amp; Order in Construction Sites</li><li>▪ Reporting Daily Security Related Indents &amp; Accidents</li></ul>
Apr 2002- Jun 2002	Trainee as Machine Operator - Midal Cables Ltd	<ul style="list-style-type: none"><li>▪ Operating Machine</li><li>▪ Changing Machine Oil</li><li>▪ Cleaning &amp; Maintaining Machine</li></ul>

**Education:** 1999-2002 Al Shaikh Abdullah Bin Al-Khalifa  
Secondary School Certificate

**Additional Training** Nov 2002 6 Months Food & Beverage Course - Baisan Institute of Hospitality Management

- Professional Customer Servicing
- Preparing & Serving of Food & Beverage
- Proper Table Manners & Right Etiquettes

**Personal Accomplishments** 2004 Bechtel - Alba Line 5 Expansion Project  
Recipient of "Five Million Man hours No Lost Time Incidents" Certificate  
2003 Jawad Group Dairy Queen Fast Food Restaurant  
Recipient of "Quality Service Achievement" Certificate

## **Special Positive Working Attributes**

- Self-motivated and hard working person
- Looking forward to learn new things
- Dedicated, Committed & Loyal

## **References:**

Available upon requisite