



# Curriculum Vitae

---

## Personal Details:

**Name:** Sadiq Hassan Saleh

**Nationality:** Bahraini

**Marital status:** Single---- **Date of Birth:** 31 March 1999 ---- **Driving License:** Yes

## Contact Information

**Home address:** Building 1178 Road 1943 Block 419

**Contact no.:** 39233414

**Email address:** sadooq@outlook.sa

## Objective:

Seeking a position where my experience, knowledge and skills can be applied while contributing and adding value to the department or organization; where personal and professional growth can be realized.

## Work History:

**2018-2019, Admin coordinator, one rent a car .**

### Job responsibilities:

- ❖ Preparing bank deposits
- ❖ Managing programs and events, including ticket/hotel reservations
- ❖ Answering and forwarding calls
- ❖ Maintaining confidential records about staff and clients
- ❖ Responsible for requisitioning office supplies

## Education:

- ❖ Secondary certificate in Jidhafs secondary boy's school.
- ❖ English certificate in Belize

**Languages:**

Language	Speaking	Writing	Reading
Arabic	Native	✓	✓
English	Good	✓	✓

**Personal Skills:**

- ❖ Good communication skills
- ❖ Ability to work under pressures and as a part of a team
- ❖ Communication skills in dealing with customers, giving clear and concise instructions and serving their needs.

**Hobbies**

- ❖ · Enjoy playing different types of sports.
- ❖ · Participating in different social activities
- ❖ · Reading