



ISHAQ EBRAHIM



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NATIONALITY: BAHRAINI
MARITAL STATUS: SINGLE

ADDRESS: NORTHERN
GOVERNORATE HOUSE 330, ROAD
3711, BLOCK 537
CPR: 961103680

SKILLS

- Ability to work under pressure
- Excellent communication skills
- Multi-skilled and able to multitask with high accuracy
- Flexible and adaptive
- IT skills (Microsoft)
- Quick learner
- Teamwork
- Photographing, video editing
- TALLY BASICS
- OUTLOOK

LANGUAGES

- English
- Arabic

HOMIEZ FREELANCER

August – October 2020

- Home delivery agent (communication between customers and restaurants)

CAREER OBJECTIVE

Fresh graduate in BANKING AND FINANCE / ACCOUNTING (BSC) from University of Bahrain. Hard-working person seeking a career where I can enhance my experience, utilize my skills and knowledge for achieving my potential to make a difference.

EDUCATION

BANKING AND FINANCE / ACCOUNTING (BSC)

2014 - 2019

University of Bahrain – Sakheer

HIGH SCHOOL DIPLOMA,

2011 - 2014

Ahmed Alomran secondary School – Manama, Bahrain

Experience

BAHRAIN ALUMINIUM KITCHENS COORDINATOR

5 October 2020 – present (factory – sitra)

BAK designs and Manufactures Luxury Kitchens for both Local and international Customers and is directly affiliated to ALMA kitchens.

Responsibilities:

- Dispatch and Installation coordinator
- Issuing Maintenance request entry
- Customer Service coordinator (responding to customer compliance and request)
- Giotto Office Furniture Installation Coordinator

Trainee as Customer service at carriage

1 DECEMBER 2019 - 1 JANUARY 2020 **seef**

- Responding to customers inquiries and complains
- Coordinating between the restaurants and the drivers

Intern at Ministry of Health, JUFFAIR

July 4 - September 4, 2019

Accountant:

Issuing invoices ,creating a financial claims letters, converting invoices from Manuel to the System ,Dealing with customers