



Mahmood Alaiwi

Details

38155478

mahmood7b@icloud.com

Skills

Communication

Customer Service

Microsoft Excel

Microsoft Office Word

Microsoft PowerPoint

Profile

- Attention to detail and high organizational capabilities
- Communication , negotiation and problem - solving skills
- Analytical and decision - making skills
- The ability to work alone or within a team
- Task management and problem - solving skills

Employment History

Receiving department, Alhelli Supermarket

OCTOBER 2019 – AUGUST 2020

- Supervising the receipt of goods
- Organize tasks

Purchasing department specialist, Alhelli Supermarket

SEPTEMBER 2020 – PRESENT

- Communicate with supplier
- Follow up on order

GET EMPLOYEE OF THE YEAR IN THIS DEPARTMENT

Education

High school (Physics and Mathematics), Al Naim secondary School

2010 – 2013

University , Al Ahlia University

2013 – 2016

Not having completed university studies , I took advantage of : computer program

Professional certification , Al Moalem institute

2017 – 2017

1. Microsoft Excel
2. Microsoft Power point

International English Language, British council

2014 – 2014

1. IELTS
2. English language