**Jaffer Khalil Alkhalasi**

Contact Mobile +973 36746747

Villa 1231, Road 730, Block 607

Bahrain

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My career objective a position with a leading organization that will lead to a long term career relationship, I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

I want to be part of the success in an environment of growth and excellence and I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

**Personal information**

**Nationality**: Bahraini

**Date of birth:** 9- September- 1990

**Status:** married

**CPR:**  900905484

**Contact Mobile :** +973 36746747

**Education**

high school certificate

security certificate

**Skills :** The Student Has Followed Sessions which focus on Language Skills For everyday Situation Such as Communication, Hobbies, interests, travel, food and culture.

**Skills , Contributions and Awards**

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| --- | --- | --- | --- |
| **Languages** | | - Good communication skills in both written and  spoken English and Arabic | |
| **Computer Skills**  **Other Skills** | | Able to work with MS Office applications.  Research on the World Wide Web and extracting available secondary data for reports.  Preparation & support of business reports  Training new staff in managing clients & handling calls  Time Management skills  Analyzing and summarizing tasks and projects  Fast leaner, flexible and practical | |
| **Hobbies** | | Surfing the net  Socializing | |
|  | | Traveling  Using computer | |

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| **References** |

Available upon request

31- 8 - 2019 work at Basma security