**Curriculum Vitae**

**Objective:**

Seeking a challenging and rewarding career in International Organization with a potential to grow up with the organization.

**Major strength:**

* Well-motivated person with effective communication and influencing skills along with the ability to build professional relationship with Individuals at all levels.
* Good team leader and player with excellent communication and presentation skills.
* Flexible self-motivated and adaptive to any environment.
* Willing to learn and take up responsibility.

**Personal Information:**

**Name:** Mohammed Hassan Yahya Al nooh

**Date OF Birth:** 31st May 1991

**Nationality:** Bahraini

**CPR Number**: 910502846

**Address:** House No, 1005 – Road No, 2131

Block, 721 – Jidd Ali, Kingdom of Bahrain

**Telephone:** 33842902

**Email:** [Mohdalnooh99@gmail.com](mailto:Mohdalnooh99@gmail.com)

**Education and Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **To** | **From** | **Institute/School** | **Qualifications Received** |
| 2014 | 2012 | Bahrain Training Institute (BTI) | National Diploma in Electrical & Electronics engineering |
| 2009 | 2006 | Sheikh Abdulla Technical Secondary School | Secondary School Certificate |

**Present Employment:**

**Organization :** Elite Car Rental

**Position :** Debt Collector

**Duration :** From 2014 and I’m still working in my position

**Employer, :**Nader Aldoseri

**Phone number :** 17291777

**Working Hours (Weak) :** 40 Hrs

**Nature of job:**

* Convince the customers to pay their arrears.
* Coordinate with the lawyer to file lawsuits and prepare the invoices to him to start filing the cases in court.

**Work Experience:**

**Organization :** Elite Car Rental

**Position :**Secretary **/**Documents clearance / Legal department

**Duration :** 2014 to 2015

**Employer, :**Nader Aldoseri

**Phone number :** 17291777

**Working Hours (Weak) :** 40 Hrs

**Duties & Responsibilities**

* Collection of customers arrears
* Follow-up customers
* Preparing Bills
* Follow-up and coordination with the company lawyer
* Making cases in police
* Review some ministries to clear transactions

**Work Experience:**

**Organization :**AbdaliEssa Al Nooh and Sons Company

**Position :**ElectricalTechnician

**Duration :** June 2010 – May 2011

**Employer, :**Hassan Alnooh

**Phone number :** 39610209

**Working Hours (Weak) :** 56 Hrs

**Duties & Responsibilities**

* Examination of equipment and electrical appliances

**Work Experience:**

**Organization :** Mohammed Noor Restaurant

**Position :**Cashier

**Duration :** July 2012 – May 2014

**Employer, :**Waleed

**Phone number :** 39614551

**Working Hours (Weak) :** 56 Hrs

**Duties & Responsibilities**

* Receive payment of invoices
* Calculate daily income
* Follow-up staff

**Skills:**

**Interpersonal Skills:**

* Ready to learn and have new experience
* Good analytical skills and communication skills
* Excellent interpersonal skills including ability to work in different environment
* Excellent communicator, team worker

**Computer Skills:** Microsoft office and knowledge on how to use internet and searches.

**Languages**: Fluent in Arabic and English.

**Interests:**

* Completing my studies
* Travel
* Playing football
* Other hobbies practice

**References:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Email** | **Telephone** | **Company** | **Position** | **Name** |
| [Ebtisam.78@bti.com.bh](mailto:Ebtisam.78@bti.com.bh) | 17870665 | BTI | Electronics Lecture | EbtisamAlanzoor |
| [Vinodh.nalli@bti.com.bh](mailto:Vinodh.nalli@bti.com.bh) | 17870666 | BTI | Electrical Lecture | VinodhNalli |
| [tojimph@gmail.com](mailto:tojimph@gmail.com.bh) | 33395992 | BTI | English Lecture | Romel Jimenez |
| [Hariprakash@live.com](mailto:Hariprakash@live.com) | 17870664 | BTI | Electronics Lecture | Hariprakash |

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Mohammed Hassan Yahya Al nooh

**Family Affiliation:**

None of my family member is working at any department of NAVAL SUPPORT ACTIVITY BAHRAIN.

I hereby declare that the above-mentioned information is true.

Mohammed Hassan Yahya Al nooh