**To the Human Resources Department**

**Dear recruitment team,**

I would be grateful if you could consider my application and interests in a full time job position in the areas of Sales, Customer Service, Secretary, Office Administrations or Marketing in your esteemed organization.

During my years of experience ranging from Sales, Customer relations and customer service, I have gained corporate experience that strengthened my abilities and skills to perform a high standard performance in my day-to-day duties with my managers and colleagues.

My attention to details ensure that every task is done accurately and to the highest possible standard and my communication skills and positive attitude makes me an effective communicator.

I am pleased to enclose my CV for further information and details; I will be available for an interview at any time you may suggest.

I look forward to receiving your favorable reply. I am confident that my performance could justify your decision.

Thanks and regards,

Fadhel Al Haddad

FADHEL AL HADDAD

Other details

• Nationality : Bahraini

• Marital Status : Married

• Date of Birth : 08-Jun-1988

• Contact : 36766476 / 37109966

• E-mail : jaffarfadhel@gmail.com

**Objective:**

Dedicated Support professional offering versatile office skills and proficiency in Microsoft Office programs, Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations, Able to juggle multiple priorities and meet tight deadlines without compromising quality of work.

**Education**

* General Certificate of Education (2004)
* Food and Beverages Certificate (2007) – Baisan Institute of Hospitality Management
* MS Office: Word, Excel, Power Point and Outlook Knowledge.

**Business Skills**

* Communication Skills and Analytical Skills
* Sales and Marketing skills
* Time Management
* Stock Management

**Professional Experience:**

**1- Al Shaya Group Oct 2017 – Feb 2019**

**Stocks Receiver** (The Avenues and Bahrain City Centre)

Main duties:

* Responsible for sales operations, development and marketing top international brands and manage customer information.
* Responsible for: replenish of shelf and stocks, merchandising, ordering new stock, tidiness.
* Manage levels of supplies, research prices and supplies of non-mandated items.
* Work with approved vendors to purchase and deliver needed materials.
* Establish par levels of supplies need by company.



**2- Mukta A2 Cinemas Jul 2016 – Jul 2017**

**Security Executive** (Lulu Hypermarket Center)

Main duties:

* Coordinate with other team members and control workflow in the cinema.
* Secures premises and personnel by patrolling property; monitoring surveillance equipment.
* inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms.

**3- Al Jazira Group Feb 2014 – Jul 2014**

**Merchandiser:**

Main duties:

* Responsible for promoting and marketing food products by means of store displays.
* Working closely with buyers and other merchandisers to plan product ranges.
* Meeting with suppliers, distributors and analysts.

**4- YK Al Moayyed Sep 2012 – Dec 2013**

**Technician/Mechanic:**

Main duties:

* Assist Mechanical Engineers in designing, testing, perfecting and maintaining products, machinery and equipment.
* Sketch and rough layouts, record and analyze data, make calculations and estimates, and report findings.
* Help mechanical engineers design, develop, test, and manufacture mechanical devices, including tools, engines, and machines.

**5- Cactus Advertising and Promo Jul 2007 – Mar 2012**

**Promoter:**

Main duties:

* Responsible for attracting new customers and helping the company reach revenue targets.
* Responsible of making product presentations, approaching potential customers, answering to questions, and understanding customer needs and worries.

**6- Capital Transport Est.**  **Mar 2009 – Oct 2009**

**Driver:**

Main duties:

* Responsibilities of loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
* Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.

**Skills**

Languages: Arabic and English.

Basic computer application

**Hobbies**

Music, travel, internet surfing and car sports.

**References**

References available on request.