



Personal Details

Full Name: **Mohammed A.Redha amralla Malik**
Nationality: Bahraini
Material status: Single
Date of birth : 14th April 1987
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Objectives

To obtain a position where I can utilize my knowledge and experience to benefit the organization and expand my personal skills to further enhancement.
I am self-motivated and able to work both independently and as a collaborative team member.

Work Experience

2015 Dec ~ current **Staff assistant (based on hours worked),**
 The Nielsen market research Company
 Maintain accurate records of interviews of surveys, safeguarding
 the confidentiality of subjects, as necessary.

Liaising with personnel through telephone as back up quality purpose .
Collects data on competitors; analyzes and compares such competitive factors.

2015 Aug ~ current

Real-estate Broker,
Freelancer (VIP Real-state Agency up to 2016)

Help clients buy, sell, and rent properties.
Assisting clients in locating, buying and selling commercial and residential properties , providing mere liaison services.
Perform marketing activities for properties listed with the company.
Be present at the closing table to ensure proper agreement formalization.
Work with real estate appraisers to ensure smooth deal closure.
Innovate new techniques in real estate selling buying within both buyer and seller sides .

2013 Jan ~ May 2015

Switchboard Operator/Helpdesk support assistant,
American Embassy, Bahrain.

Front office taking incoming calls, answer general requests for information, and transferring incoming calls to the appropriate office/personnel.
Also, acting as receptionist, answering visitor's inquiries for general information, and notifying offices of visitors.

2009 Oct ~ April 2011

Sales Manager
Al Redha Electronics Co, Bahrain

Handle all official incoming and outgoing communication & queries. Also responsible for sale, managing resources and budgetary requirements.

2008 May ~ Aug 2009

Admin assistant
T&M Eventscom, Bahrain

Handle all telephone inquiries to company and respond to queries from callers.
Maintain department schedule by maintaining calendars for department personnel, arranging meetings, conferences, teleconferences, and travel if needed.

Educational Qualifications

2006 ~ 2009	University of Madras, India B.Com in Bank Management (Associated Degree)
2002 ~ 2005	Al Jabria Technical Secondary School, Bahrain. High School "Diploma" Certificate, Electronic Section.

Certificates

Computer Application Studies	Microsoft Word, Excel, Power Point, Internet, Front Page, Publisher, Access and Outlook
Others	<ul style="list-style-type: none">• Administration• Human Resource• Neuro-Linguistic Programming (NLP)• Pitman Course• NEBOSH in Environment Management.• Internal Customer Service• Performing Risk Analysis• Communication Skills• Introduction to Sale• customer service in the Field• Managing New Managers• Quality in a support Center• Customer Service confrontation and conflict

Languages

Arabic: Excellent in speaking, reading and writing
English: Excellent in speaking, reading and writing

References

Ali Hasan, IT Admin, Mobile number +97338888069
Redha Malik, Businessman, Mobile number +97339657013