



**👤 Mohammed Abdul Nabi
Albanna**

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🏠 Bahraini

📍 Sitra, Bahrain

💡 SKILLS

- Team Management
- Adaptability
- Leadership & Collaboration
- Administrative Support
- Customer Service
- Communication Skills
- Multitasking
- MS Office Suite

🗣️ LANGUAGES

- Arabic
- English

🎮 HOBBIES

- 📰 Reading Newspapers
- 🌐 Internet Browsing

🎯 SUMMARY

An ambitious, initiative-taking, and adaptable store supervisor with two years' experience in the hospitality industry. Proficient in team management, financial analysis, report preparation, bookkeeping, and administrative support. A bilingual professional (Arabic and English) with effective communication and collaboration skills and the ability to contribute to a diverse work environment.

📁 WORK EXPERIENCE

- **Store Supervisor / Barista - Nejoud Restaurant Management Company, Sep 2018 - Present**
 - Train team members and assist the management by providing regular feedback.
 - Serve customers, prepare reports, perform admin tasks, and calculate the closing balance.
 - Manage the Hospitality Material Program.

🎓 EDUCATION

- **Bachelor's in Business Administration (Systems Track) - Arab Open University, 2015 - 2019**
- **Secondary School Certificate (Commerce Stream) - Al-taawon Secondary School, 2010 - 2013**
- **Primary and Intermediate School Certificates - Al Noor International School, 1999 - 2010**