

# MUHAMMAD MALEK ALARADI



## OBJECTIVE

**Projects and Business Development** plays an integral role in Mohammed's goal-oriented, I strive to see projects through to completion using detail-oriented eyes. Conquering challenges through the constant development of knowledge.

### Skills:

- Communication/Presentation skills projects Follow up/tracking operations.
- Business Correspondence Arabic/EN.
- Organize events and Conferences with all necessary requirements.
- Attention to the project details/archiving and confidentiality.
- Fluent in English, & Arabic. (Reading, writing, and speaking).
- Capability to support SMEs development through Tamkeen/BDB and collect data, to prepare reports and memorandums.
- Capability to prepare routine paper works.
- An outgoing personality very social with persistence and perseverance.
- Accommodate to the Projects and Organization goals.
- High performance of team work.



[Muhammad.alaradi@gmail.com](mailto:Muhammad.alaradi@gmail.com)



[www.linkedin.com/in/muhammad-alaradi-1ab378b9](https://www.linkedin.com/in/muhammad-alaradi-1ab378b9) +973-36686232

## EXPERIENCE

### **Projects Coordinator | Bahrain Trust Foundation | Sep17 – Dec19**

- Coordinate projects locally and regionally in/outside Bahrain.
- Projects planning, implementation, Monitoring, Evaluation and Feedback.
- Project cost/Doc control.
- Approaching officials and VIPs such as Ministers, Diplomatic representatives, Embassies and Federations.
- Participate in Building design structure of Safia Kanoo incubator at Sh. Isa bin Salman highway
- Reporting directly to the CEO.
- Arrange for Business trips to coordinate international projects.
- Project Coordinator for the first learning alley in Bahrain.
- Organized the Homebased Business conference with Tamkeen in 2018 to empower SMEs and hand crafts in Bahrain

### **Business Developer for SMEs | Entilaq Management Consultancy | Nov16 – Sep17**

- Establishing and opening New Branch for Travel agency.
- Brand Evaluation for multiple branches BCC Mall- Papa Roti Coffee shop
- Mistry Shopping, Marketing Brand Mapping and Cost Control.
- Project Management for Factories.

## EDUCATION

### **BSc Management | April 2015 | Bahrain Polytechnic**

**GPA 2.96/ Good standing**

- Bahrain Mother and Child Expo 2015 (Graduation Project)
  - Bahrain Travel Expo (Summer 2015 at BCC Mall)

## VOLUNTEER EXPERIENCE OR LEADERSHIP

- Rotary Club Bahrain – outstanding contribution to the Rotary club – Dubai Feb 2014.
- Toastmasters club Member.
- Member of AIESEC Youths Organization.
- Anti-Money Laundry Program with Bahrain Central Bank.
- Projects Funding for Non- Profit Organizations.