

Cover Letter

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✉ Mahmoodmahamed316@gmail.com

Personnel Manager,
Human Resources,
Kingdom of Bahrain.

Subject: Application for Vacancy

Respected Sir/Madam,

I am hereby forwarding my CV for your kind reference, in which I have detailed my qualifications and skills; seeking a suitable job that maybe existing at this moment or that may come in near future in your organization.

I am now looking for a possible change to a better-managed organization like yours to enhance and grow further. If given the opportunity, I can assure you that I will do my best to serve the organization and at the same time prove to you my capability. Finally, I hope my qualifications and working experience meet your requirements, or if not you would give me a chance to be part of your team and allow me to learn and serve the organization.

Look forward to hearing from you.

Sincerely yours,

MAHMOOD MOHAMMED HUSSAIN ABDULLA



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i OBJECTIVE

A highly motivated individual looking for a position in a competitive environment that will enable me to use my skills & educational background which will lead to the growth of the organization along with my personal growth

CONTACT

- 20 Jan 1993
- Married
- H:1731 , R:1545 B:815 Isa Town
- +973 - 36777093 39688007
- Mahmoodmahamed316@gmail.com

PROFICIENCY



skills



LANGUAGE



INTERESTS

- Analyzing problems and situations



EDUCATION & QUALIFICATIONS

- Bachelor Of Banking And Finance | 2010 - 2015**
University Of Bahrain
- Secondary certificate | 2007 - 2010**
Isa Town Secondary Boys School



COURSE

- 7 - 11 Sep 2014**
Presentation Skills Orientation (Workshop)
- 2 - 9 Feb 2013**
Team Work Program (Workshop)
- 1 Jul - 1 Sep 2012**
General English Course (Modern Institute)
- May 2010**
Community Service Program (Isa Town Puplic Library)
- 2009 - 2010**
Business Ethics Program - Injaz Bahrain) Isa Town Secondary Boys School)



WORK EXPERIENCE

Since January 2020- Till Now (Behbehani brothers w.l.l -motors division)— Main Cashier

- Apr 2018 - 30 Oct 2019**
Uaeexchange - **teller -frontline**
- 1 Aug 2016 - 21 Dec 2017**
J.p. Morgan Chase Bank - Operation Department
- 1 Jul - 1 Oct 2015**
Jawad Business Group - Trainee In Account Department

Main Duty :

- Documents Financial Transaction By Entering Account Information
- Recording Accounting Transactions
- Reviewing Order Forms
- Preparing Invoices And Orders



PERSONAL STRENGTHS

- Accuracy
- Discipline
- Troubleshooting
- Continual self-development
- Problem-solving and decision-making
- Able to work and lead an integrated team
- Able to work effectively in time critical environment
- Enjoying the challenge of a fast moving environment

