



Mustafa Mamoon Nazzal

Highly committed professional with 1+ year experience in operations and insurance. Strong work ethic, quick learner, adaptable to change. Seeking growth with an organization that shares a vision for success. Eager to contribute expertise and incorporate best practices. Excited to make a meaningful impact.



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Al Sayh, Nationality: Bahraini



27 August, 1988

SKILLS

Leadership

Attention to details

Problem Solving

Perseverance

Written and verbal communication

Adaptability

Organisation

LANGUAGES

Arabic
Native or Bilingual Proficiency

English
Full Professional Proficiency

INTERESTS

Car Enthusiast

Cycling

Reading

Travelling

WORK EXPERIENCE

Guest Service Agent (Receptionist) Swiss-Belsuites Admiral

01/2024 - Present

Achievements/Tasks

- Welcoming and registering hotel guests using Protel system
- Managing cash floats for daily operations
- Creating memberships for the check-in guests
- Responding to inquiries and collecting feedback

Operations Representative & Insurance Coordinator Jadeer United for Car Rental (Saudi Arabia)

12/2022 - 12/2023

Achievements/Tasks

- Conducting vehicle repair estimations
- Ensuring the quality of repairs met established standards
- Compiling insurance documents
- Capturing post-accident and post-repair vehicle photographs
- Initiating claims with insurance companies

Sales and Cashier Patchi

10/2021 - 03/2022

Achievements/Tasks

- Greeting and providing customers with information about items
- Keeping track of inventory
- Sorting and wrapping products

Cashier Sultan Center

02/2020 - 07/2021

Achievements/Tasks

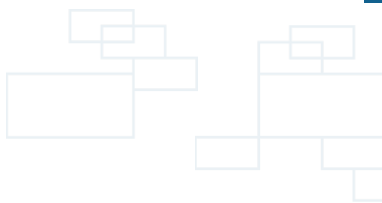
- Accepting payments and balancing the cash register
- Stocking and organizing the store shelves
- Bagging the purchases

Customer Care & Operations Representative GetBaqala

04/2018 - 10/2018

Achievements/Tasks

- Responding to all customers inquiries and complaints
- Monitoring the application performance
- Receiving customers orders
- Supporting operations team



WORK EXPERIENCE

Technician

Horizon for Telecommunication

05/2015 - 09/2016

Subcontracting company for Batelco Telecommunication services

Achievements/Tasks

- Dropping and laying internal and external cables
- Working on closures and fixing main wire splicing
- Supervising and leading the operations team

CERTIFICATES

Cashier Training (11/2019 - 01/2020)

Success Training Centre

Higher National Certificate in Automotive Engineering (2007 - 2008)

EDUCATION

High School Diploma

Sh. Khalifa Bin Salman Institute of Technology

2003 - 2006