



REYADH FAJER RAJAB ATEYA

Contacts

☎ 00966 555669530 

☎ 00973 66667606 

Email:

rreyad111@gmail.com

CURRENT ADDRESS

Bldg 5179 Road :8156
Block 581
SALMAN TOWN
Kingdom of Bahrain

LANGUAGES

- English
- Arabic
- Hindi (Basic)

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint,)
- Data Entry
- Inventory and Sales Software (POS Systems)

STRENGTHS

- Self confidence
- Interpersonal skills
- Good communicational skill
- Ability to be responsible
- Organized and handle pressure
- Ability to work hard

CAREER OBJECTIVE:

To enhance professional experience and to contribute to the development and growth of the organization by working hard so that organization will achieve their goal.

PERSONAL PROFILE:

Date of Birth : 01/01/1980
Sex : Male
Nationality : Bahraini
Marital status : Married
CPR No : 800117794
Passport : 2745819
License : Valid Bahrain
Light vehicle license

EDUCATIONAL QUALIFICATION:

❖ Higher Secondary School certificate

WORK EXPERIENCE

✚ **Company:** Zamil Steel Pre-Engineered Buildings Co. Ltd
Position: Coordinator – Support Services II **Duration:** 10 Years

Duties and Responsibilities:

- Coordinated administrative and operational support functions within the Support Services Department.
- Managed documentation, scheduling, and correspondence related to departmental activities.
- Assisted in procurement coordination, vendor communication, and logistics tracking.
- Ensured proper allocation and utilization of office resources and facilities.
- Supported HR-related tasks such as staff requests, timekeeping records, and internal communications.
- Maintained compliance with company policies and health & safety standards.
- Handled internal audits support and contributed to departmental improvements.

✚ **Company:** Dilmon Trading LLC
Position: Salesman **Duration:** 5 Years

Duties and Responsibilities:

- Assisted customers by providing product information and recommendations based on their needs.
- Achieved monthly sales targets and contributed to overall store revenue growth.
- Managed inventory levels and ensured proper stock display and arrangement.
- Handled customer inquiries, complaints, and returns professionally.
- Built strong customer relationships to encourage repeat business.
- Prepared daily sales reports and submitted them to the sales supervisor/manager.

DECLARATION

I hereby declare that the information given above is authentic and true to the best of my knowledge

REYADH FAJER RAJAB ATEYA