



EBRAHIM AHMED

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P.O Box 15851 Manama, Bahrain

QUALIFICATIONS

- Fluent in Arabic and English and basic French
- Strong analytical and problem solving skills
- Strong communication skills
- Skillful at writing quantitative and qualitative reports
- More than 8 years work experience

WORK EXPERIENCE

Administrator

Arab Open University- Admission & Registration Dep. Manama – Bahrain

(February 2009 – Present)

- Working on the Front Desk answering phone calls and students' queries
- Supervised the admission processes for a number of 500 newly admitted students per semester
- Managed to organize and store 3,000 student records by student serial number
- Transferred 1,500 student records from hard copy documents to soft copy and sustained the process going forward
- Continuous data entry of students' static information
- Constructed statistical reports per semester to present to the Higher Educational Council
- Coordinated with the Higher Educational Council to accredit students' certificates
- Work with Examination, Student Affairs and Public Relation departments on students related issues

Receptionist**Arab Open University – Reception Department, Manama – Bahrain**

(September 2008 – January 2009)

- Answered visitors' enquiries about the university and took calls as an operator
- Participated in a marketing campaign for the university
- Assisted professors with copying and scanning documents along with data entry
- Prepared and organized examination halls and assisted exams invigilation

Receptionist**New Horizons Computer Learning Center , Manama – Bahrain**

(February 2008- August 2008)

- Supported the Sales Department in marketing the center's courses
- Solely handled the reception of a new branch opened by the center
- Filing clients' related documents, course schedules and instructors' timetables
- Performing a variety of office tasks such as paper work, data entry and printing

EDUCATION

Masters of Commercial Law (September 2016- present)

Applied Science University – Faculty of Law - Bahrain

Bachelor of Law (September 2007-June 2012)

Yarmouk University – Faculty of Law – Jordan

OTHER ACTIVITIES AND WORKSHOPS

Volunteering activities

- Member of SKF (The Syrian Kids Foundation), Translation Committee (April 2015- Present)
Translated Documents, Media and Websites

English Language Course

- YMCA International Language School- Montreal, Canada (April – May 2015)
- Dawson college-Montreal, Canada (September – December 2006)

French Language Course

- Dawson college-Montreal, Canada (February – April 2007)

INTERESTS AND HOBBIES

Painting abstract and contemporary pieces, reading (History, Philosophy and Spirituality books), Reiki (Level 3 certification), writing and reading poetry.