

# Abdulla Isa Haji Muhammad



## Personal info:

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- Email: [Abdulla.haji88@hotmail.com](mailto:Abdulla.haji88@hotmail.com)
  - Tel: 36304010
  - CPR: 880100915
  - Address: House No. 1744, Road 6321, Block 263, Diyar Al Muharraq, Bahrain
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## CAREER OBJECTIVE

- Get an experience in life and job works.
- Continue my studies to get higher degrees.
- Succeed to reach my higher goals in life.
- To earn a reputation for excellent by fulfilling my responsibilities efficiently.

## LANUAGE

- Arabic – Excellent ( Speaking & writing )
- English – Good ( Speaking & writing )

### Education:

- PhD researcher in the training, innovation and creativity field - Université Mohammed V (Morocco)
- HR Masters - Applied Science University (Bahrain)
- Bachelor degree in Business Administration and Information - AMA International University (Bahrain)
- Computer Diploma - Modern Institute (Bahrain)
- High School Certificate - Sh. Khalifa Bin Salman Institute (Bahrain)

## Professional certificates

- International Protocol Certificate - Washington School (USA)
- Certified Professional Trainer Certificate (UK)
- Expert Trainer Certificate from the Board of International Trainers in America (USA)

- **Scientific Research**

Human & Natural Sciences Journal (EIMJ)

The title of the research is the effect of transferring the public measure, according to the classical management to the modern management in the public service system in the Kingdom of Bahrain 2022

The title of the research is creativity and innovation between the need for it in government entities and standards of parameters 2022

**Memberships:**

Financial Secretary and a Board Member of the Bahrain Society for Strategic Planning

Partner and Founder of Tamm Innovation and Development Company

**Courses:**

Benaaf for Leadership Development (Bahrain)

Leaders preparation (Bahrain)

Teamwork (Bahrain)

Time Management (Bahrain)

English (Bahrain)

Social Media (Bahrain)

Site Management (Bahrain)

**Experience:**

**Deira Al Ayoun Maintenance & General Contracting**

- General Director as of September 2022 until today
  1. Developing solutions for problems facing the company as profits decreasing, labor dispute and the business fell before competitors.
  2. Ensuring the product quality or services provided to customers.
  3. Participating in directed activities to attract customers.
  4. Evaluating investments and tenders to achieve the best revenue.
  5. Participating with employees in the general strategic planning of the company and inform them of the results.

**Bahrain Polytechnic**

- Senior Specialist in Purchasing and Contracts Department of Bahrain Polytechnic as of March 2013 until 2022.
  1. Searching for high quality, international sellers and service providers.
  2. Negotiating contracts and special prices.
  3. Studying the market situation.

4. Establishing purchase plans and tasks that include all the goods, products and services needed by the university.
5. Communicating with sellers and service providers to get the best prices and offers at competitive prices.

### **The Kingdom University**

Senior Public Relations and Media Specialist in the President's Office as of December 2012 to March 2013.

1. Organizing events, programs and activities for the university.
2. Preparing media plans for the university and press conferences.
3. Responding to all inquiries from the press and students in international and local exhibitions.
4. Innovating new ways in digital marketing.

### **Applied Science University**

Public Relations and Media Specialist as of September 2008 to December 2012.

Managing communication and contact process inside and outside the university.

Preparing and implement marketing plans throughout the year.

Preparing marketing plans inside and outside Bahrain.

Creating an integrated program of student activities throughout the academic year.

### **Bank of Bahrain and Kuwait**

Service adviser in communication center as of September 2007 to September 2008

Responding to all inquiries with the bank by contacting.

Preparing daily reports for senior management, number of contacts and solving problems.

Assisting clients in overcoming the problems they face and provide them with appropriate answers and solutions.

### **Effective participation:**

Presenting many training courses in the Kingdom of Bahrain and abroad.

Certified Professional Trainer at the Royal Academy of Police in the summer camp (prepare future youth).

Certified Professional Trainer at the Ministry of Education, Kingdom of Bahrain.