



Alaa Yusuf

539 Block, Bahrain | +973 37116425 | Abosadiq7653@gmail.com

LinkedIn: <https://www.linkedin.com/in/ala-yusuf-2a3488242/>

Experience

Administrative & Procurement Intern | Labour Market Regulatory Authority (LMRA) | Manama, Bahrain

05/2025 – Present

- Coordinating with travel agencies to issue flight tickets for deported workers.
- Reviewing purchase orders (PO) and quotations in coordination with finance and suppliers.
- Preparing deportation documentation and ensuring alignment with legal and administrative requirements.
- Handling procurement system entries (e.g. PO issuance, tracking, LPO uploads).
- Communicating with internal departments and suppliers via email and official memos.
- Supporting the deportation team with ticket updates, cancellations, and confirmations.
- Ensuring compliance with government procurement policies.

Digital Sales and Marketing Manager | Kashan Trading Company | Salmabad, Bahrain

06/2023 – 01/2025

- Managed all sales operations and customer delivery follow-up.
- Oversaw company website including customer invoicing and product dispatch.
- Added new products to the website and ensured accurate descriptions.
- Handled customer inquiries via social media and phone.
- Assisted showroom visitors by presenting products and explaining features.
- Created and posted product photos and videos to social media.
- Enhanced online presence through strategic social media management.
- Utilized intermediate graphic design skills for visual content creation.

Customer Experience & Dispatch Agent | We Deliver Company (You Application) | Zinj, Bahrain

09/2022 – 03/2023

- Handled customer support through live chat and calls.
- Managed large volumes of driver communications to resolve delivery issues.
- Monitored and resolved late orders for timely deliveries.
- Trained new agents on systems and customer service protocols.

Usher | CINECO (Bahrain Cinema Company) | Seef, Bahrain

02/2022 – 09/2022

- Directed customers and ensured smooth cinema experiences.
- Assisted guests in locating seats and resolving on-site issues.

Education

Bachelor of Science in Business Informatics | University Of Technology Bahrain

2020 – 2024 | GPA: 3.07

College of Administrative & Financial Sciences | Salmabad, Bahrain

Employability Skills Course | GENETECH TRAINING & DEVELOPMENT | Online, Bahrain

01/2021 – 03/2021

Licenses

- Firefighting License
- First Aid License

Skills

- Proficient in Artificial Intelligence tools and applications
- Fast Learner
- Critical Thinking
- Team Player
- Excellent Time Management Skills
- Conflict Management
- Multitasking
- Microsoft Office
- Social Media Management

- Intermediate Graphic Design

Activities

- Literature
- Environmental Conservation
- Sports
- Travel