



ABDUL-MOHAIMEN M. SIDEC

Admin & Sales man / Arabic
Teacher or any Available Position

Outgoing and flexible professional with a degree of Bachelor of Arts in Islamic Studies Major in Shari'ah with more than three years experience in Admin, more than one year in Sales and more than four years experience in teaching. I'm seeking to pursue a career wherein I could apply and enhance my skills, maintain my ethics, integrity, and professional excellence as an individual and be a valuable employee.

Contact

- +97439962517
- abdulmhmnsdc@gmail.com
- <https://www.linkedin.com/in/abdul-mohaimen-sidec-64ba112a1>
- Al Muntazah Doha Qatar

Education

- Bachelor of Arts in Islamic Studies Major in Shari'ah
Mindanao State University - Main Campus
2016 - 2020
Marawi City, Lanao Del Sur, Philippines
- Bachelor of Laws (LL.B)
J.H. Cerilles State College
Aug. 2023
Pagadian City Zamboanga Del Sur, Philippines

Personal Details

Marital Status: Married
Nationality: Filipino
Religion: Islam

Skills

- Negotiation
- Organized
- Communication
- Teamwork
- Computer Literacy
- Critical thinking
- Driving (with Qatar Driving License)

Experience

- Admin & Sales Man**
Nassif Car Display Center August 2022 - March 2024
Proficiently managed the documents.
Scheduled the appointments with customers.
Met possible customers and ensured to close the deals.
- Arabic Teacher**
Islamic Institute of Muhsinin August 2021 - July 2022
Islamic Institute of Bato Bato January 2018 - July 2021
Accomplished teaching daily lessons to students in various subjects in different level.
Prepared and calculated grades of students.
Prepared quizzes and exam .
- Student Assistant**
DSA, Mindanao State University Jan 2019 - Dec 2020
Assisted the directors on their works and keeping records as well as filling.
Assigned to any work field as needed by the university.

Language

Tagalog English Arabic

Reference

- Jo-Hanna L Imam
General Accountant
Aayan Real Estate - Doha, Qatar
+97477043464
- Abdul Azis M. Pili
Institute Director
Islamic Institute of Bato Bato
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- Nassif S. Macapato
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Nassif Car Display Center
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