

Ali Jafar Ali Almisbah

0563257007 | ali1261262@gmail.com | Eastern Province – Qatif | Saudi National

Professional Summary

Technically skilled and administratively experienced professional with a strong background in IT, electronics, and operations support. Demonstrated ability to manage teams, coordinate tasks, and deliver effective technical support. Adept at problem-solving, communication, and working under pressure to meet organizational goals with efficiency and accuracy.

Professional Experience

Electronics Technician & Administrative Assistant | Al-Habib Trading & Contracting Co. | 07/2022 – 06/2025

- Performed maintenance and testing of electronic devices and equipment to ensure operational readiness.
- Handled administrative tasks including scheduling, filing, and correspondence management.

Sales Representative – Financing | Al Murabaha Al Muthanna Co. | 11/2021 – 05/2022

- Promoted financing products and provided tailored financial solutions to customers.
- Followed up on financing procedures and ensured completion according to company policies.

Administrative Assistant & Workers Supervisor | Zaid Al-Hussein & Brothers Group | 01/2020 – 11/2021

- Supervised daily performance of workers and ensured task completion on schedule.
- Prepared daily reports and managed administrative affairs for staff.

Insurance Product Sales Consultant | Allianz Saudi Fransi Co. | 01/2019 – 01/2020

- Provided clients with insurance consultations and explained product benefits.
- Achieved sales targets and maintained long-term client relationships.

Education

Higher Diploma in Computer and Information Technology | Technical College – Qatif | 08/2018

GPA: 4.74 out of 5 – Very Good

Internship

Municipality of Qatif | Ministry of Municipal and Rural Affairs and Housing | 03/2018 – 06/2018

- Delivered technical support, performed hardware maintenance, and updated systems.
- Resolved technical issues and ensured proper functioning of IT infrastructure.

Training Courses

- Commercial Facility Management | 03/2022
- Sports Event Management | 02/2022
- Team Management | 01/2021
- Project & Business Management | 05/2020
- Sales & Marketing Management | 04/2020

Skills

- **Professional Skills:** [Time Management, Strategic Planning, Negotiation & Persuasion, Accountability]
- **Technical Skills:** [Microsoft Office, Technical Support & Device Maintenance]
- **Soft Skills:** [Teamwork, Problem Solving, Working Under Pressure]

Languages

- **Arabic:** Native
- **English:** Very Good
- **Turkish:** Good