

Mohammed Abdulaziz Al-Aqeel

Address: Riyadh, Saudi Arabia | Email: M7mdksa23@gmail.com |

+966564213972. DOB: 22-9-2000 | Nationality: Saudi Arabia

A recent graduate eager to join a professional work environment that fosters the development of practical experience, contributes to achieving organizational goals, and enhances financial and administrative services for the growth of the institution or company.

EDUCATION

Bachelor's degree in financial management Majmaah University – Saudi Arabia

2018-2022

WORK EXPERIENCE and Training

Bright Dent Clinic

- Procurement Specialist, Aug 2023 – Present
- Administrative Assistant, Aug 2022 – Aug 2023

Ministry of Commerce

- Field Training, Feb 2022 – Jun 2022

Fakhamat Al-Manal Establishmen

- Commercial Manager, Oct 2020 – Jun 2022
- Salesperson & Hall Supervisor, Jul 2019 – Oct 2020
- Salesperson, Oct 2018 – Jul 2019

TRAINING COURSES

- Occupational Safety and Health Administration (OSHA)
- Executive Secretariat and Office Management
- Modern Strategies in Human Resource Management
- Time Management
- The Importance of Design Thinking for Entrepreneurs and Small Business Owners

License

Capital Market Examination - Level 1 .

in progress

TECHNICAL SKILLS

- SMACC
- Microsoft Word
- Microsoft Excel

SKILLS

- Ability to work independently or within a team
- Analytical thinking and decision-making
- Communication, negotiation, and problem-solving
- Task management

LANGUAGES

- **Arabic: Native**
- **English: Proficient**

References and Recommendation Letter

- Mohammed Al Tarakkie , Owner and General manger of Fakhamat Al-Mana, +966500050028.
- Dr.Ibraheem Al Shiddi , Consultant and Owner of Bright Dent Clinic , +966500168860.