

Tariq Al-Belaihi

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Professional Summary

Branch Manager with approximately 13 years of extensive experience in operations management, security supervision, and customer service. Skilled in achieving sales targets, leading teams, managing costs, and ensuring regulatory compliance. Demonstrates strong ability in client relations, supplier coordination, and optimizing operational efficiency across diverse sectors.

Professional Experience

Branch Manager – Akaleel Foodstuff Establishment | Jan 2021 – Present

- Full supervision and management of the branch operations.
- Achieving and increasing sales targets.
- Cost control and expense monitoring.
- Coordinating and contracting with suppliers and companies.
- Overseeing payroll, contracts, insurance, records, and residency procedures.
- Supervising branch maintenance and renovations.
- Handling customer interactions and new agreements.
- Ensuring compliance with organizational policies and procedures.

Branch Security Officer – Almajal G4S Company | Feb 2014 – Jan 2021

- Conducting covert and overt employee inspections.
- Ensuring adherence to security policies and procedures.
- Inspecting vehicles, equipment, CCTV systems, alarm systems, weapons, and safes.
- Communicating with clients and resolving their issues.

Customer Relationship Manager – Riyadh Bank | Jun 2012 – Jan 2014

- Managing customer accounts and providing tailored services.
- Analyzing client needs and offering appropriate solutions.
- Contributing to sales growth and client retention.
- Building long-term relationships and handling complaints.
- Preparing reports for management.

Administrative Officer – Arabian Construction & Contracting Company | Jan 2011 – Jun 2012

- Managing employee housing facilities.
- Supervising the company's vehicle fleet.
- Leading and supervising the administrative team.
- Coordinating with contractors (ARAMCO, SABIC, STC).

Academic Education

- **Bachelor's Degree in Business Administration** – King Faisal University | 2018
- **Diploma in Computer Technical Support** – Technical College | 2008

Courses

- Project Management Professional (PMP)
- IELTS – English Language Proficiency
- E-Commerce with Minimal Costs
- Introduction to Human Resources
- Information Technology in the Workplace
- Cybersecurity
- Microsoft Office Skills

Skills

- Proficient in computer use
- Advanced Microsoft Office user
- Skilled in managing and troubleshooting security camera systems
- Team leadership and motivation
- Time management
- Problem-solving
- Supervising trainees

Languages

- **Arabic:** Native
- **English:** Excellent