

AlMuaili, Mohammed Abdulkareem Ahmed

Date of birth: 02/03/1984

Address: Building 4214 AlSafa AlRakha Alkhobar 34222-6972 Saudi Arabia

Citizenship: Saudi

Marital Status: Single

Contact: +966 535 289 118

almuailimaa@gmail.com

EDUCATION

University of Southern Queensland

2012

Overseas English Course (Australia – Toowoomba).

City London University

2008

Foundation year Business / Commerce general (Khobar Campus).

- Gradation Project: a questionnaire about student's satisfaction.

Dammam Industrial High School

2004

- Major: Industrial Electronics.
- Gradation Project: Establishing an electronic lab workshop.

TRAINING COURSES

(Fundamentals of Business Writing – 1 week) Meirc Training & Consulting - Duabi 2010.

(MS Office 2007- 24 hours) New Horizons 2009.

(Certified Administration and Office Management Professional – 1 week) Meirc Training & Consulting - Dubai 2009.

(Improvisation Workshop – 1 week) Culture and Art Association - Dammam 2017.

SKILLS

- Task oriented, Microsoft Office, Arabic & English scored 5.0 in IELTS, Office Management, Problem Solving, Public Relations, Research, Coordination, Time Management, Documentation, Purchasing, Sales.

EXPERIENCE

Market Development Officer | Sinopec

Gas Detection Services Division

07/2019- 07/2021

Developing business with clients in Oil and Gas industries across Kingdom of Saudi Arabia.

Officer | American Express

Merchant Dept

03/2017- 02/2019

Merchant's support and, accounts development.

Activity Coordinator | Rowad Al Khaleej International Schools

Activities Dept

08/2015- 03/2017

Developing relationships with local businesses and community service projects events management.

Assistant | Dhahran Ahliyya Schools

Activities Dept

10/2013 – 07/2015

- Field trips planning, arrangements, and school's clubs support.

Executive Secretary | Tasnee

Technical Vice President Office

05/2009 – 11/2010

- Maintain and provide customer service with a satisfactory level.

- Meeting arrangements, organizing meetings with various departments.

Customer Services Representative | Zain

Call Center Dept

11/2008 – 05/2009

- Providing and Maintaining customer's satisfaction, and a great customer service experience.

Administrative Assistant | Saad Group

Security Dept

4/2006 – 11/2008

- Processing customer's requests, and Coordinate between departments.

PREFERS

Reading Books.

SOCIAL EVENTS

Participated during King Abdullah Reception Party (Khobar-2006).

RECOGNITION

DHAHRAN AHLIYYA SCHOOL

Sixth Annual International College Fair 2013

Dammam Private Schools League 2014.

Autism Awareness Day 2014.

Giving Pledge Program-2014.

DAMMAM INDUSTRIAL HIGH SCHOOL

1 honor 10 grade 2002

AWARDS

University of Southern Queensland Team Winner - International Student Experience Video completion-2011.