

Khalid Rashdan Almutairi

Jeddah, Saudi Arabia | +966552884472 | khalidrashdann@gmail.com

Professional Summary

Law graduate with multi-disciplinary experience spanning administration, accounting, sales, and transportation services. Proven track record in efficiently managing daily operations, ensuring compliance with regulations and policies. Skilled in operating accounting systems and POS platforms, executing administrative and financial processes with precision. Adept at coordinating with governmental and private entities to complete official transactions smoothly. Strong customer service skills focused on accuracy, responsiveness, and adherence to quality standards to achieve operational targets.

Professional Experience

Bus Driver – Digital Mobility Solutions Investment Co. | Mar 2022 – Feb 2023

- Operated buses on precise schedules ensuring passenger safety and comfort.
- Strictly complied with traffic laws and safety requirements.
- Conducted routine vehicle inspections and reported maintenance needs.
- Delivered high-quality transport services enhancing customer satisfaction.
- Handled passenger feedback and complaints with professionalism and prompt response.

Sales Associate – Tajjar Al-Gharbia Trading Co. Ltd. | Nov 2019 – Oct 2021

- Welcomed customers and identified their needs to recommend suitable products.
- Presented product features, pricing, and after-sales services professionally.
- Developed and executed promotional campaigns to increase sales.
- Monitored inventory levels and updated product data and pricing regularly.
- Influenced purchase decisions through accurate product comparisons.

Administrative Clerk – Abdullah Mohammed Emam Establishment | Mar 2015 – Mar 2016

- Prepared work schedules and coordinated appointments across departments.
- Drafted meeting minutes and distributed them accurately to stakeholders.
- Managed official correspondence and organized documents for easy retrieval.
- Improved task allocation efficiency by 25% through optimized scheduling systems.
- Reduced processing time for administrative correspondence by 30% via electronic archiving.

PRO (Government Relations Officer) – Abdullah Hamdan Al-Jehani Contracting | Dec 2014 – Feb 2015

- Completed official transactions with government and private entities within set timelines.
- Managed licensing issuance and renewal processes.
- Handled incoming and outgoing mail, ensuring timely delivery.
- Reduced government transaction completion time by 40% through improved follow-up processes.
- Minimized document delivery delays to under 5% per month.

Accounts Auditor – Al-Shuyoukh Express Laundry | Oct 2013 – Nov 2014

- Reviewed invoices and receipts to ensure financial data accuracy.
- Used accounting systems to input and update financial records.
- Prepared regular financial reports outlining revenues and expenses.
- Increased financial data entry accuracy to 99% through double-check procedures.
- Reduced accounting errors by 35% via improved reconciliation processes.

Education

Bachelor's Degree in Law | University of Jeddah | Graduation Year: May 2019

Field Training

- Trainee Lawyer – Al-Azibi International Law Firm | Jeddah | 2019
- Completed field training course over one semester (6 hours daily)

Training Courses

- Pre-Employment Preparation | Ministry of Human Resources and Social Development | April 2025
- Principles of Customer Service | Doroob | January 2025 | 4 Hours

- Job Interviews | Ministry of Human Resources and Social Development | January 2025
- Job Search | Ministry of Human Resources and Social Development | January 2025
- Career Guidance Course | Ministry of Human Resources and Social Development | January 2025
- National Protection Officer (NPO) | IFPO | June 2024
- Building Security | Dorooob | September 2023 | 3 Hours
- Fundamentals of Computer in Office Work | Quality and Accreditation Training Center | October 2022 | 25 Hours
- Attendance of Real Estate Industry Forum | College of Business, University of Jeddah | October 2016

Skills

Soft Skills:

Effective Communication | Attention to Detail | Punctuality | Customer Service

Practical Skills:

Document Management | Government Procedures Follow-up | Financial Auditing | Sales Support | Report Preparation | Official Transaction Processing | Schedule Management | Financial Collection | Official Correspondence | Inventory Control | Field Supervision | Promotional Campaign Execution

Technical Skills:

Point-of-Sale Systems | Accounting Software | Email Systems | Internet Research | File Archiving | Data Management | Printer & Scanner Operation | Presentation Preparation | Mobile Business Applications | Microsoft Office (Outlook, Microsoft Word, PowerPoint, Excel)

Languages

- **English** : Intermediate | **Arabic** : Native