

Jaber Alwadaani

Madinah – Saudi Arabia | 0535715270 | jabr00854@gmail.com

Professional Summary

Dedicated Operations Officer with hands-on experience in transportation management and customer service. Skilled in supervising bus operations, coordinating daily tasks, and ensuring compliance with company standards. Recognized for strong problem-solving, adaptability, and ability to deliver efficient solutions while maintaining high customer satisfaction.

Skills

- Effective communication & teamwork
- Time management & responsibility
- Problem-solving & adaptability
- Customer service excellence
- Computer applications

Work Experience

Operations Officer – Al-Binaa Al-Tayeb Contracting & Trading Co. (Transportation Station) – Madinah

Oct 2023 – Jun 2025

- Supervised bus operation stages and organized transportation flow.
- Performed daily operational tasks efficiently.
- Prepared and submitted operational reports and statistics.
- Ensured drivers' compliance with company policies and regulations.
- Delivered excellent customer service and ensured passenger satisfaction.

Education

Diploma in Hospitality Management (GPA: 4.11/5)

College of Tourism & Hospitality – Madinah, Nov 2022

Training Courses

- Occupational Safety & Health
- Data Entry & Word Processing
- Effective Negotiation Skills
- Customer Service Excellence
- Microsoft Excel (Spreadsheets)

Languages

- Arabic: Native
- English: Beginner