

Abdulaziz Alshahrani

atdhhsazzo@gmail.com - 0536667099 -

CAREER OBJECTIVE

Working with passion in a work environment that aims to achieve the best economic and social results in a sustainable manner by building a harmonious system with stakeholders and the integration of regulatory and executive agencies to enrich the vision of the Kingdom of Saudi Arabia 2030

EDUCATION

Bachelor of English Language

King Khalid University

Jan 2018 - Jan 2022

EXPERIENCES

Vehicle salesman

Saeed Mohi Al Bassami Company

Dec 2024 - Present

- Selling vehicles to customers, providing information about vehicles, their uses and prices, and handling payments and receiving payments from customers.

Government Broker

Al-Sarhani Contracting Establishment

Mar 2019 - Sept 2022

- Side services
- Paper clearance

Customer Service Supervisor

Aqdar Company

Oct 2022 - Feb 2023

- Receiving the trust
- Inventorying the fund
- Distributing salaries
- Managing the distribution of employees and distributing tasks
- Following up with management requests
- Assisting and providing support to clients
- Closing daily balances and budgets and delivering the remaining cash to the deposit officer
- Evaluating employees and sending a periodic report to management

Purchasing Officer

Hotels Company

May 2023 - Dec 2023

- Follow up on purchase order requests
- Preferred among suppliers
- Meeting with suppliers
- Going to the supplier and negotiating the best price and discount
- Ensuring that purchases are received and there are no shortages
- Following up on invoice requests

COURSES

- Entrepreneurship - Entrepreneurship Institute
- Developing career opportunities - Doroob
- Professional Interview - Doroob
- Professional Interview - Doroob
- Spreadsheet Applications (Microsoft Excel) - Institute of Studies and Consulting Services
- Human Resources Management - Scientific Knowledge Training Center
- Saudi Labor Law Management Course - Scientific Knowledge Training Center

SKILLS

- Computer
- Effective communication
- Time management
- Work under pressure
- Problem Solving
- Fast learning
- Teamwork
- Discipline and punctuality
- Flexibility at work

LANGUAGES

- Arabic: Native
- English: Intermediate