

Bakr Mohammed Abdullah Al-Qarni

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Saudi Arabia

PROFESSIONAL OBJECTIVE

Diploma graduate in Business Administration with a diverse field background in supervision, sales, inventory management, and administrative follow-up. Proven ability to coordinate teams and execute tasks efficiently across dynamic work environments. Seeking to apply my practical experience in a professional setting that enhances operational performance and service quality, in alignment with Saudi Arabia's Vision 2030.

EDUCATION

Diploma in Business Administration

Technical College – Kingdom of Saudi Arabia

WORK EXPERIENCE

General Supervisor

- Oversaw daily field operations to ensure team adherence to execution plans.
- Coordinated between departments to resolve issues and streamline workflows.
- Prepared performance reports and submitted progress updates to management.

Labor Supervisor

- Organized and distributed daily tasks to work teams and monitored execution.
- Provided on-site support while ensuring compliance with quality and safety standards.
- Reported productivity levels and communicated key observations to leadership.

Government Relations Officer

- Finalized official procedures and followed up with governmental entities.
- Reviewed and submitted documentation accurately through approved platforms.
- Maintained daily records of transaction progress and completion stages.

Sales Representative

- Marketed products and services to clients while achieving sales targets.
- Built long-term client relationships and improved customer experience.
- Provided management with regular reports on market trends and client feedback.

Storekeeper

- Arranged materials and managed inventory using accurate tracking systems.
- Received and issued items in line with documentation and internal requests.
- Monitored stock levels and identified shortages proactively.

Jewelry Salesman

- Presented products to clients and provided accurate, detailed information.
- Conducted sales transactions and maintained precise inventory records.
- Ensured display readiness and upheld store presentation standards.

SKILLS

Technical Skills

- Team and operations supervision
- Inventory and stock control
- Government transaction processing
- Sales negotiation and achievement
- Customer service and client interaction
- Field task coordination
- Operational report writing
- Proficiency in computer systems

Soft Skills

- Microsoft Office (Excel, Word, PowerPoint)
- Team collaboration and cooperation
- Flexibility and resilience under pressure
- Effective communication
- Responsibility and reliability
- Practical problem-solving
- Time management and prioritization
- Continuous learning and development

LANGUAGES

- Arabic
- English