

Abdullah Ali Alsamiri



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Jeddah, Saudi Arabia

SUMMARY

I am an experienced professional with a background in managing office operations, maintaining records, and supporting daily functions, demonstrating strong organizational and communication skills. I hold a Bachelor's degree in General Administration and a Diploma in Office Management, complemented by professional courses. I am committed to delivering efficient administrative support and ensuring smooth organizational workflows.

EXPERIENCE

Oyoonco Company (AYS) | Saudi Arabia

Security Guard | May 2025 – Present

- Ensure visitors and employees follow security protocols and policies.
- Provide assistance and information to visitors or staff, maintaining a professional behavior.
- Act quickly and appropriately during emergencies such as security threats.
- Regularly patrol assigned areas to deter and detect unauthorized activities or safety hazards.

Taibah Secondary School | Saudi Arabia

Administrative Trainee | for 6 Months

- Assisted with administrative duties, including the transportation of documents between school departments.
- Supported daily administrative functions such as filing, data entry, and maintaining records.
- Conducted routine checks of the office lockers to ensure security and organization.
- Managed student attendance, enrollment forms, and academic records.

EDUCATION

Secondary Industrial Institute | Al Qunfudah, Saudi Arabia

Comprehensive Maintenance of Split unit A/C | GPA: 4 out of 5 | Grade: Very Good | May 2025

College of Technology | Jeddah, Saudi Arabia

Bachelor's Degree in General Administration | Department of Management and Financial Technology | GPA: 4.59 out of 5 | Grade: Excellent with Second Class of Honors | June 2023

College of Technology | Al Qunfudah, Saudi Arabia

Diploma in Office Management | Department of Management Technology | GPA: 4.81 out of 5 | Grade: Excellent with First Class of Honors | December 2020

COURSES & WORKSHOPS

- Project Management Training (PMP) Course | 36 Hours | Scope Training Center | TVTC | July 2025.
- Project Management Professional (PMP) Course | 35 Hours | Edu Meter Training Center | TVTC | July 2025.
- Administrative Assistant Skills Course | 15 Hours | Edu Meter Training Center | TVTC | April 2025.
- Business Project Management Course | Riyadh | March 2025.
- Occupational Safety and Health Management according to OSHA Standards Course | 30 Hours | Edu Meter Training Center | TVTC | February 2025 – March 2025.
- Professional Licensing in Saudi Labor Market | Human Resources Development Fund | February 2025.
- Human Resources Management Basics Course | Riyadh | February 2025.
- Microsoft Excel Skills Course | Majmaah University | January 2025.
- Financial Analysis Basics Course | Riyadh | January 2025.

GRADUATION PROJECT

- “Change Management” Graduation Project | 2023.

THANKS & APPRECIATION

- Certificate of appreciation for attending “Project Manager Tasks” Event | Nabd Volunteering Association | May 2025.
- Certificate of appreciation for attending an Event entitled “The Life Cycle and Goal Setting” | Nabd Volunteering Association | January 2025.
- Certificate of appreciation for the efforts made in the "Al Qunfudah Fitness Challenge" Event | College of Technology, Al Qunfudah | February 2019.

SKILLS

● Technical Skills:

- Report Writing
- Administrative Skills
- Customer Relationship Management
- Human Resource Management Basics
- Document Management
- Proficiency in Microsoft Office Suite
- Strong General Computer Skills

● Soft Skills:

- Communication Skills
- Problem-Solving
- Attention to Detail
- Time-Management
- Flexibility and Adaptability
- Collaboration and Teamwork
- Leadership Skills

LANGUAGES

- Arabic
- English