

ABDULLAH KHALID ALSUWAYL

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CAREER OBJECTIVE:

Seeking to join a work environment that fosters professional growth and provides the opportunity to contribute effectively to the achievement of organizational goals. Aiming to leverage extensive experience in team supervision and financial operations management, offering innovative solutions that enhance performance and drive organizational excellence. Focused on building strong professional relationships and working within a collaborative team to achieve the highest levels of efficiency and quality.

WORK EXPERIENCES:

- **Systems Electronic Technical Services Limited Co.** Aug 2016 – Feb 2020
(Authorized Dealer for Zain Saudi Mobile Telecommunications)
Exhibit Supervisor
 - Supervised staff and delegated daily tasks to ensure the achievement of daily and monthly targets.
 - Monitored individual and team performance, providing guidance and training to improve productivity.
 - Collected daily branch revenue, deposited the funds into bank accounts, and sent detailed reports to management.
- **Al-Arrab National Information Technology Co.** Feb 2020 – Nov 2023
(Authorized Dealer for Zain Saudi Mobile Telecommunications)
Exhibit Supervisor
 - Managed daily operations, ensuring targets were met and plans were implemented effectively.
 - Monitored and analyzed staff performance, offering support to achieve excellence in service and sales.
 - Prepared daily and monthly reports on financial operations and revenue, deposited funds into the bank, and submitted reports to management.
- **Al-Mutanabbi Perfumes Co.** Jul 2011 – Dec 2013
Treasurer
 - Collected daily sales revenue from the branch and deposited it into the bank regularly to ensure accurate accounts.
 - Prepared daily reports on revenues and expenses and sent them to management for review.
 - Maintained accurate and reliable financial records and analyzed discrepancies in revenue for immediate correction.

EDUCATION:

- High School Certificate - Specialization in Natural Sciences.

SKILLS:

- Microsoft Office programs.
- Performance Monitoring and Goal Achievement.
- Team Leadership and Guidance.
- Financial Operations Management.
- Report Preparation.
- Communication skills.
- Organization and time management.
- Teamwork and collaboration.
- Continuous learning.
- Accuracy and attention to detail.
- Problem-solving skills.

LANGUAGES:

- Arabic
- English