

# ABDULLAH ALESSI

project Manager

0538292632

abdullah.3lessi@gmail.com

Jeddah

## ABOUT ME :

After graduating, I started my career with Wasco Company as a Data Entry Specialist. This role equipped me with strong experience in data preparation and coordination, and significantly improved my skills in Excel and Word. I was later promoted to Sales Supervisor, where I developed key skills in decision-making, supervision, time management, effective communication, and commitment. I was also responsible for inventory management and preparing daily, weekly, and monthly reports, which directly supported purchasing and sales decisions for the entire Wasco Group, consisting of 14 branches and several suppliers. Driven by my passion for mechanics, I pursued a Diploma in Engine and Vehicle Technology while working at Wasco. During my studies, I also worked as a Vehicle Maintenance Supervisor, which greatly enhanced my hands-on experience and skills in engines and vehicles. Currently, I am working on the Jeddah Airport project with TUV Fahss as a Mechanical Inspector.

## EXPERIENCE:

### Freelancer - (2021 To 2024)-Vehicle Maintenance Supervisor

- Supervisor the maintenance process from beginning to end
- Inspected various equipment and vehicles to identify mechanical and electrical faults
- Identifying spare parts needed for maintenance process
- Developed innovative maintenance solutions for higher quality
- Periodic and preventive maintenance

### Wasco Company - (2022 To 2024) - Sales Supervisor

- Preparing daily and weekly reports by Excel
- Manage sales orders, invoicing, and generate reports using SAP
- Managing a network of Clients and suppliers
- Maintaining excellent relationships with customers that are built on trust

### Wasco Company - (2018 To 2022) - Data Entry Technician

- Prepares, compiles, and sorts documents for data entry
- Verifies and logs receipt of data
- Transcribes source data into the required electronic format

## QUALIFICATIONS:

### Diploma Engines and Vehicle Technology

Technical College 2022-2024 (Graduated with GPA Excellent)

### Bachelor degree in Chemistry

Umm Al Qura University 2014-2018

## SOFT SKILLS:

- Leadership
- Responsibility
- Teamwork
- Effective communication
- Problem solving
- Time management
- Relationship building

## PRO SKILLS:

- Maintenance and Resource Management
- Cost and budget management
- Mechanical and Hydraulic systems
- Inspection and Quality
- Reporting Skill
- Use of MS Office (Excel-word-Outlook)

## COURSES:

- Project Management
- Managing Time Effectively
- Cost management
- Negotiation Skills
- Healthy and safety
- Microsoft Excel
- Microsoft Outlook