

Ali Musa Khayr

SUMMARY

Dedicated and adaptable professional with a Bachelor's degree in Business Administration from Jazan University. Possessing diverse experience in various roles, including Health and Safety Supervisor and Electrical Technician. Committed to continuous skill enhancement in a competitive work environment, aiming to elevate and develop abilities to contribute effectively to organizational success.

WORK EXPERIENCES

- **Health and Safety Supervisor - Modern Building Leaders, Riyadh, Saudi Arabia | 10/2023 - Present**
Implementing and monitoring health and safety protocols to ensure a safe working environment.
 - **Electrical Technician - Al-Self Engineers & Contractors Limited Company | 2014 - 2017**
Conducted electrical maintenance and repair tasks, ensuring compliance with safety standards.
 - **Service Crew - Shawarma Limited Foods**
Provided excellent customer service and ensured food safety and hygiene.
 - **Administrative Assistant - Parallel Lines of Investment**
Assisted with administrative tasks, managed office supplies, and supported staff with daily operations.
 - **Coffee Server - Dr.Cafe Company**
Delivered high-quality customer service, prepared and served beverages, and maintained a clean environment.
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COURSES AND CERTIFICATIONS

- Disaster Management Course, Field Training Program, Al-Dair Municipality
- Prince Naif First Aid Program
- Infection Control Course, Fundamentals of Management
- Fundamentals of Management Course
- Project Risk Management Course
- Retail Management Course

CONTACT

Phone : 0503359500

Email : skhayr@gmail.com

Address: Riyadh - Tuwalq

EDUCATION

- **Bachelor's Degree in Business Administration**
Jazan University, Jazan, Saudi Arabia
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SKILLS

- Proficient in computer operations
 - Strong interpersonal and relationship-building skills
 - Flexible and adaptable in handling diverse situations
 - Ability to cope with work pressure and meet deadlines
 - Effective team collaboration and cooperation
 - Quick learner with the ability to acquire new skills efficiently
 - Excellent communication and interpersonal skills
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LANGUAGES

- Arabic: Native
- English: Proficient