

# Abdulmajed Alanazi

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📍 Riyadh

## Career Objective

I aspire to join a professional work environment that enables me to develop my practical capabilities and skills. achieve my living goals, and contribute to the development of myself and the entity in which I work.

## Educational Qualification

### Highschool

Abee Bakher Almahzoomi  
Graduate year: 2005

## Skills

- Microsoft Skills.
- Troubleshooting and Problem-Solving.
- Communication and Interpersonal Skills.
- Time Management and Prioritization.
- Adaptability and Flexibility.
- Ability to execute tasks in a high-pressure environment.
- Teamwork and Collaboration.
- Customer Focused.
- Responsibility.
- Leadership.

## Languages

- **Arabic** - Native
- **English** - Very Good

## Work Experience

### Customer service office

Jeddah Management Company| May 2022 - Aug 2022

- Visiting passengers at their residence.
- Printing boarding passes for passengers.
- Collecting passengers' luggage and sending it to the airport for loading onto the plane.

### Customer sales associat

Alshaya Company| Feb 2021 - Jan 2022

- Greet customers, answer their inquiries, and assist them with product selection.
- Process purchases, handle payments, and provide receipts.
- Explain product features and benefits to customers, helping them make informed decisions.
- Work to meet or exceed set sales goals and targets.

### Customer service agen

Saudi Airlines Ground Services| Sep 2011 - Nov 2020

- Help passengers with check-in, boarding, and providing information about flights and airport services.
- Address customer questions, concerns, or complaints in a professional and timely manner.
- Collaborate with baggage handling, security, and flight operations to ensure smooth travel experiences for passengers.
- Verify passenger identification, issue boarding passes, and ensure all necessary travel documents are in order.

### Accountant

AXA Medical Insurance Company| Nov 2010 - Sep 2011

- Assist with daily accounting operations, including data entry and record keeping.
- Support the preparation of financial reports and documentation.
- Help with accounts payable and accounts receivable processes.
- Collaborate with various teams to gather and analyze financial data.