

# Mohammed Ibrahim AlShehri

Riyadh, Saudi Arabia | 0582810008 | m.alshehri94@hotmail.com

## Professional Summary

Motivated and detail-oriented administrative professional with diverse experience across customer service, sales, government tenders, contract management, and marketing. Skilled in office administration, team collaboration, and process improvement, with a strong commitment to professionalism, confidentiality, and delivering high-quality results. Eager to contribute to organizational growth while continuously developing skills and competencies.

## Work Experience

### Administrative Assistant – Al Sharq Plastics Factory

- Supported multiple administrative departments, gaining hands-on experience in customer service, sales, and contract management.
- Managed government tenders and coordinated marketing campaigns to enhance brand visibility.
- Oversaw financial collections, purchasing operations, and production supervision to ensure smooth workflow.

## Training & Certifications

- General English – Dhul Qa'dah 2018 – Jumada Al-Awwal 2018
- General English / IELTS – Jumada Al-Awwal 2019 – Ramadan 2019
- Financial Marketing Skills – Rabi' Al-Awwal 2021
- Active Marketing Skills – Rabi' Al-Awwal 2021
- Excellence in Customer Service – Rabi' Al-Awwal 2021
- Secretarial & Office Management – Rabi' Al-Awwal 2021
- Certificate in Information Technology Skills (CIT) – Sha'ban 2020
- Training of Trainers (TOT) – Rabi' Al-Awwal 2021
- Introduction to Computer Applications – Jumada Al-Akhirah 2020
- Occupational Safety & Health (OSHA Standards) – Rajab 2023
- ISO 45001: Occupational Health & Safety Management Systems – Rajab 2023
- Success Engineering – Rabi' Al-Akhir 2013

## Skills

- Office Administration & Documentation
- Customer Service Excellence
- Government Tenders & Contracts
- Teamwork & Collaboration
- Time Management & Planning
- Computer Proficiency (MS Office & IT Applications)
- Confidentiality & Professional Ethics
- Ability to Work Under Pressure
- Quick Learning & Adaptability

## Languages

- Arabic: Native
- English: Good