

# Ali Mousa Khair

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 Saudi Arabia

## OBJECTIVE

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My career objective is to obtain a job opportunity that allows me to utilize my skills and experiences to contribute effectively to the success of the company or organization I work for. I strive for continuous professional development by learning new things and enhancing my current skills. I also aim to work in a motivating and challenging environment that supports the growth of my personal and professional abilities.

## EDUCATION

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### Jazan University

Bachelor's Degree in Business Administration

## EXPERIENCE

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### Modern Building Leader Company

Safety Officer | 01/10/2023 – Present

- Monitor workers and engineers to ensure compliance with safety tools.
- Protect employees from fire hazards.
- Prevent employees from smoking.
- Ensure adherence to working hours and avoid work stoppages.

### Dr. Coffee Company

Barista | 20/06/2021 – 20/06/2023

- Prepare and serve hot and cold beverages according to customer orders with high quality.
- Interact politely and courteously with customers to ensure their satisfaction and improve their experience.
- Clean and organize the workplace and daily equipment to maintain cleanliness and hygiene.

### Municipality of Al-Dayer Governorate – Jazan Region

Internship

- Support the team in executing daily maintenance and municipal service tasks.
- Assist in monitoring and organizing administrative work and documentation.
- Help monitor site safety and ensure compliance with municipal regulations.

## SKILLS

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- Administrative planning and organization
- Financial data analysis
- Marketing and sales skills
- Human resources management
- Effective communication
- Problem-solving and decision-making
- Teamwork
- Time management

## COURSES

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- OSHA Safety Training and Safety Card

## LANGUAGES

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- Arabic - English.