

passionate, persevering and dedicated individual, I am committed to utilizing my qualifications and skills to make a meaningful difference in the work. With a flexible mindset, I work effectively with diverse personalities and adapt seamlessly to various environment, aiming to drive positive change and contribute to team success

EDUCATION

- 2020 → 2023 **King Abdulaziz University**
Diploma degree in banking and insurance
- 2013 → 2016 **king Abdulaziz university**
Bachelor's degree in economics and administration (general public administration)

WORK EXPERIENCE

- 2025 → present **Saudi Bin Laden Group**
Senoir procurement specialist
- Verify the completeness of required documents before entering the contract.
 - Update existing contract information when needed (extension – modification – cancellation).
 - Monitor the status of contracts in the system and ensure their approval at various stages.
 - Coordinate with the Procurement, Finance, and Legal departments to ensure the accuracy of the entered data.
- 2022 → 2025 **pioneers technical company LTD.**
maintenance project coordinator
- Prepare and organize schedules for routine and emergency maintenance activities at project sites.
 - Coordinate with maintenance teams, contractors, and project managers to ensure timely execution of tasks.
 - Document all maintenance activities and related reports (before and after execution).
 - Ensure the availability of required resources, equipment, and spare parts for each maintenance task.
- 2019 → 2022 **Mohammed A.AL-Dayni trading. EST**
spare parts salesman
- Customer service :
 - Greet customers and understand their spare parts needs.
 - Provide advice on suitable parts for their vehicles.
 - Parts Identification and Selection:
 - Use catalogs or computer systems to identify correct parts based on vehicle make and model
 - Ensure that selected parts match the specifications of the vehicle.
 - Sales Transactions:
 - Prepare invoices and accurately record sales transactions.
 - Receive payments in cash or through electronic systems.
 - Package and deliver requested parts to customers
 - Inventory Management:
 - Inspect and receive incoming spare parts shipments.
 - Organize and store parts systematically in the warehouse.
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- 2017 → 2018 **malabar for gold and diamond**
jewelry salseman
- Arranging different methods of payment: cash, credit and debit cards or by installments
 - Repairing, adjusting and cleaning jewellery
 - Discussing what the customer wants and choosing suitable items

- ✓ Totally capable of working under pressure
- ✓ Able to work on my own initiative or as part of a team
- ✓ possess strong communication skills
- ✓ skilled in task management and problem-solving

SOFTWARESKILLS

Data entry ●●●●●○
Microsoft office ●●●●●○
Prepare reports ●●●●●○
Oracle ●●●●●○

LANGUAGES

English ●●●●○○ Arabic ●●●●●●

TRAINING COURSES

- Introduction to human resources functions (Droob) August 2017
- Introduction to strategic planning for human resources (Droob) August 2017
- Fundamentals of management (Droob) August 2017