

Mohamad Abdulhadi Alanaze

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Saudi



Experienced Assistant Operations Manager with a bachelor's degree in Business Administration. Familiar with all government platforms, Malachite, Oasis, Opera system, and JavaScript. Skilled in recruiting, time management, data entry, communication, and teamwork with a proven ability to work under pressure. I'm seeking a full-time job in a supportive work environment to utilize my current experience in achieving organizational goals.

Education

Bachelor's degree in Business Administration - Management Information Systems, Taibah University, 2021

Skills

- Microsoft Office
- Time management
- Teamwork
- Communication skills
- Decision making skills
- Work under pressure
- Oasis system
- Opera
- G10 Javascript
- Malachite
- Supervision
- Report writing
- Customer service
- Data entry

Languages

- Arabic
- English

Work Experience

- **Human Resources Assistant**, Fuego Restaurant
June 2025 - August 2025
- **Assistant Operations Manager**, Fuego Restaurant
May 2025 - August 2025
- **Concierge**, Frontel Al Harithia Hotel.
March 2023 - March 2025

Training Experience

- **Administrative Specialist**, Prince Sultan Armed Forces Hospital, Madinah. March - June 2022
- **Data Entry**, Al Baida Municipality, Madinah
May - August 2021

Training Courses

- Executive Development for Tourism & Hospitality.
- Information Security.
- Microsoft Teams.
- VIP Service Protocol.

Certificates

- Letter of thanks and appreciation for the best performance, Prince Sultan Armed Forces Hospital.