

# Abdullah Almutairi

+966 501535556 | abusultan347@gmail.com | Saudi Arabia

## Professional Summary

As a Diploma holder in Office Management from the Human Resources Development Institute, I bring a robust background in digital transformation projects, administrative support, and financial operations management. With extensive experience in transitioning traditional office settings to efficient digital environments, managing financial transactions, and enhancing customer service protocols, my career spans roles from Library Secretary at Fal Al Arabiya Holding, a contractor for Aramco, to Cashier at the Eastern Development Agricultural Company. My objective is to leverage this expertise in a challenging role that values innovative solutions, operational efficiency, and a proactive approach to problem-solving. I am keen on contributing to a forward-thinking organization where my skills in inventory management, document digitization, and strategic planning can drive significant improvements in service delivery and operational excellence.

## Education

### Human Resources Development Institute

- Diploma in Office Management

## Experience

### Library Secretary, Fal Al Arabiya Holding

Nov 2022 – Present

- Lead digital transformation of Aramco's offices, transitioning from paper-based to digital systems for operational efficiency.
- Review, catalogued library materials, established comprehensive inventory lists for efficient resource management.
- Organize documents, created easily accessible indexing systems, enhancing document retrieval processes and workflows.
- Develop and maintain digital catalogues, ensuring all resources were digitized, classified, and accessible for departments.

### Administrative Clerk, Fal Al Arabiya Holding

May 2013 – Feb 2018

- Managed receipt, inspection, and appropriate distribution of materials, ensuring compliance with Aramco's quality standards.
- Maintained project documentation, archived critical documents, enabling efficient information retrieval.
- Compiled detailed monthly and weekly reports on project supplies, achievements, facilitating project management.
- Coordinated temporary access permissions, ensuring all personnel had required clearances for Aramco facilities.

### Cashier, Eastern Development Agricultural Company

Jul 2008 – Apr 2013

- Conducted daily banking transactions, ensuring accuracy in deposits and withdrawals, maintaining financial integrity.
- Managed sales transactions, accurately recording revenues, supporting project financial health and reporting requirements.
- Administered payroll distribution, ensuring timely and accurate salary payments to employees, enhancing staff satisfaction.
- Compiled and analyzed daily and monthly sales data, providing insights for strategic decision-making and financial planning.

### Sales Representative, Alpha Telecommunications

Mar 2006 – Nov 2007

- Led showroom sales operations, significantly increasing Mobily SIM card activations and customer satisfaction rates.
- Managed customer inquiries, providing detailed product information, enhancing customer service and driving sales.
- Maintained accurate sales records, compiled detailed daily and monthly sales reports for management review.
- Developed and implemented sales strategies, achieving and surpassing sales targets, contributing to showroom success.

## Courses

- **Data Entry and Text Processing** | Higher Institute for Human Resources Development | 6 months
- **Sales Representative** | Administrative Training Center | 6 months
- **Broadcasting Equipment** | Ministry of Communications and Information Technology | 72 hours
- **Soft Skills** | Ministry of Communications and Information Technology | 30 hours
- **Strategic Planning at Work** | IHC Management Consulting
- **Emotional Intelligence at Work** | IHC Management Consulting

## Skills

- **Digital Transformation Leadership**
- **Inventory Management**
- **Document Digitization**
- **Project Management**
- **Financial Transaction Management**
- **Data Analysis**
- **Quality Assurance**
- **Customer Service Excellence**
- **Administrative Support**
- **Strategic Planning**
- **Problem-Solving**
- **Microsoft Office Proficiency**
- **Team Collaboration**
- **Time Management**
- **Public Speaking**
- **Sales Strategy Development**
- **Report Generation**
- **Process Optimization**
- **Emotional Intelligence**
- **Regulatory Compliance**

## Languages

Arabic (Native), English