

# Osama Aljazi

## Executive Assistant

Seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. Add valuable assets to your organization as an active member.



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Jeddah, Saudi Arabia

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## WORK EXPERIENCE

### Office and Relation Manager Professional Technology Solutions Co.

03/2020 - 03/2026 Jeddah, Saudi Arabia

Contracting, Consultancy, Elevator Co.

#### Achievements/Tasks

- 5+ years of work experience
- Registering the Company in the great 6 Companies in Saudi Arabia - Aramco, Sabic, Neom, Red Sea Global,....etc.
- Patriciate our Company in Saudi Arabia 2030 Projects.

### Accountant and Management Pc Palace Company

06/2011 - 03/2017 Jeddah, Saudi Arabia

#### Achievements/Tasks

- 5+ years of work experience of Collection, Journal Entries

## CERTIFICATES

Money Basics, Money Management & Saving  
(10/2025 - 11/2025)

AML Certificate (07/2022 - 08/2022)

## EDUCATION

### Bachelors of Economics Al Balqa Applied University

09/2005 - 06/2010 Al Salt, Jordan

## SKILLS

Ability to work under pressure.

Ability to work in a team environment

Precision and Attention to Details

Focus in decision making

Organized

Team Work spirit

Good Communication Skills.

Supporting C-suite/Executives

Document Controller

Mastery of Calendar Management

Coordinated cross-functional teams, ensured timely delivery, and optimized operational efficiency.

Collaborated with stakeholders to define project scope and implement best practices.

## VOLUNTEER EXPERIENCE

### Data Entry Specialist Dar Abu Abdullah Est

01/2022 - 07/2022 Amman, Jordan

Charity Organization

#### Tasks/Achievements

- Taught every citizen about SANAD App benefits

Contact : Mai Jaradat - +962777110501

### Inspector MOI - Jordan

01/2022 - 07/2022 Amman, Jordan

#### Tasks/Achievements

- Advising all citizens about Corona Virus Effectivity and how to be a ware of it

## LANGUAGES

Arabic  
Native or Bilingual Proficiency

English  
Native or Bilingual Proficiency

## INTERESTS

Learning different languages such as French, Turkish, Germany, .. etc.

Reading about Computer Companies its success and failure stories

I am interested in all things related to technology!