

ABDULAZIZ ALDAJAN

Phone: 0599452720 | Email: Azazaldajan@hotmail.com | Riyadh, Saudi Arabia

EXPERIENCE

Administrative Organization Specialist

EasyMine Mining Company, Riyadh, SA | 2022 – 2024

- Streamlined administrative processes to improve efficiency and workflow.
- Coordinated schedules, meetings, and events, ensuring timely execution.
- Monitored and reported on operational activities to inform decision-making.

Guest Experience Representative

Manazil Aswaf Hotels, Almadinah Almunawarah, SA | 2018 – 2020

- Acted as the main point of contact for guests, resolving concerns to improve satisfaction.
- Monitored online feedback and reported insights to improve public perception.

Public Relations Coordinator

Khafif Food Co., Riyadh, SA | 2016 — 2017

- Built connections with media and community members to promote the company's image.
- Handled customer inquiries, resolving issues to maintain a positive reputation.

EDUCATION

Bachelor in Business Technology

Technical and Vocational Training Corporation | 2025

Associate Degree in Office Management

Technical and Vocational Training Corporation | 2022

SKILLS

- Management Skills
- Creativity
- Organizational Skills
- Negotiation
- Critical Thinking

LANGUAGES

- Arabic
- English