

KHALID ABU TAHA

Operations



Palestine



Saudi Arabia - Dhahran



17-01-1994



male



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PROFILE

A highly organized and hard working individual looking for a challenging role in a reputable organization to utilize my technical and management skills for the growth of the organization as well as to enhance my knowledge of new and emerging trends in the Business sector.

EDUCATION

2009 → 2011 University of Petra	Accounting
2015 → 2019 Imam Abdulrahman Bin Faisal University	Bachelor's degree in Business Administration

WORK EXPERIENCE

01-2012 → 12-2013 LEMON ACT Project Executive	Brand activation & Events.
01-2014 → 12-2015 EUROSYS Admin Coordinator	Car Shades Contracting
01-2016 → 12-2019 SEPHORA Operational Support Executive	Beauty Showroom
01-2020 → 12-2020 GASABLE Operation Assistant	Application
01-2021 → present SHENE DORE Project Coordinator	Furniture

PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills.
- ✓ Able to work on my initiative or as part of a team.
- ✓ Managing tasks and problem-solving skills.
- ✓ Detail oriented, strong organization and a high degree of accuracy.
- ✓ Analysis and Decision-Making skills.
- ✓ Excellent conceptual and analytical skills.
- ✓ Pleasant knowledge of customer focused, and positive working attitude.

SOFTWARESKILLS

Microsoft Word	★ ★ ★ ★ ★ ☆
Microsoft excel	★ ★ ★ ★ ☆ ☆
Microsoft Power Point	★ ★ ☆ ☆ ☆ ☆
Oracle	★ ★ ★ ☆ ☆ ☆
Power-BI	★ ★ ☆ ☆ ☆ ☆

LANGUAGES

Arabic	★ ★ ★ ★ ★ ★
English	★ ★ ★ ☆ ☆ ☆

HOBBIES



Basketball



Mechanical



Games