



ALI AL ZAMZAM

Business Administration Specialist

Eastern Province, KSA

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Saudi National

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EDUCATION

Mini-MBA Diploma

- International Business Management Institute, Germany. 2016

Bachelor of Business Administration in Management & HR, and GPA 3.52/4 with honor

- University of Colorado Denver, USA
May 2015 - Dec 2016

Diploma Associate of Arts in Business Designation, and GPA 3.65/4 with honor

- Community College of Denver, USA
Aug 2013 – May 2015

BUSINESS SKILLS

- Business Growth
- Process Optimisation
- Risk and Issue Control
- Analytical & Statistical Ability
- Business Asset Development

IT SKILLS

- Microsoft apps, collaboration tools and internal systems.

LANGUAGE SKILLS

- Arabic (Native), English (Fluent)

PERSONAL ATTRIBUTES

- Excellent communicator, with a friendly personality
- Very comfortable interacting with clients and vendors
- Self-confident and motivated to take up challenging assignments
- Strong interpersonal and communication skills

PROFESSIONAL REFERENCES

- Can be provided on request.

A highly competent and motivated professional with over 7 years of cross-industry experience. Expertise in leading business transformational initiatives and business-administration processes in fast-paced corporate ecosystems, enabling organisations to increase revenues through customer service excellence, optimising business-critical operations, effectively managing high-value risks, administering business assets and portfolios.

CAREER HIGHLIGHTS

- Nurtured business partnerships with industry leaders
- Enriched underwriting functions for Aramco, STC and others
- Engaged with senior executives.
- Coordinated business operations for a 20m-80m SR portfolio
- Achieved 90-95% client renewal rates
- Includes delivering 70% of key policies within a single day

EMPLOYMENT HISTORY

Walaah Cooperative Insurance Co.

(Leading Insurance & Reinsurance Company, KSA)

General Underwriting Administrator, June 2019 – Present



Modern Eastern Services Trading Co.

(Middle East's trusted source of industrial supplies, KSA)

Sales Manager, Aug 2017 - Nov 2017



Isam Kabbani Co. Ltd

Business Supplies & Industrial Equipment Providers, KSA

Foreman & Specialist Document Controller, Nov 2010 - July 2011



Arabian Bemco Contracting Co. Ltd

Mechanical and Industrial Engineering Services

Assistant Foreman & Specialist Document Controller, May 2008 - Nov 2010



PROFESSIONAL CREDENTIALS

Professional Certifications - Six Sigma, Operations Management, Fundamentals of Credit, Life Insurance, Anti-Money Laundering, Strategic Negotiation, Teamwork and Communication, Ethical Leadership, Mastering the Art of Negotiations and many others.

6 Academic Honours & Awards - x2 Dean's List Award, Platinum Award of Excellence, Special Honour Graduate Award Presidents List Award and many other academic recognitions from senior professors.

3 Volunteering Engagements - Educational Assistant with ELS Educational Services supporting 100s of abroad Saudi Students, Groundwork Assistant as part of the Barnum North Bike Skills Course in Colorado and Covid-19 local community support volunteer.

3 Professional Recommendations - D. John T. Kennedy (Adjunct Professor of Philosophy), D. Virg Stzer (Human Resources), D. Sumate P (Information Systems) and Aubrey Winbigler (International Admissions).

2 Innovation Projects - Long term business strategy, international policies and organisational structure proposal for TESLA (Graduation Project) and utility system upgrade project at Jua'yamah Gas Plant.