

-  Palestinian travel documents -Egyptian
-  Saudi Arabia - Dhahran
-  17-01-1994
-  male
-  Khalid.abu.taha@hotmail.com
-  +966548907927

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

2015 → 2019 **Imam Abdulrahman Bin Faisal University**  
Bachelor's degree in Business Administration

## WORK EXPERIENCE

- 01-2012 → 12-2013 **LEMON ACT, Brand activation & Events.**  
Project Executive
- I am the Eastern Area Operations Manager handling multiple customer projects in several locations and up to 300 employees distributed around the Eastern Region. Successfully closed a significant number of projects with well known customers.
- I am responsible for planning, providing equipment and branding, training and distributing teams, following up and monitoring progress, making sure all aspects of the project are running smoothly and as planned, communicating with the customer and guaranteeing Customer's Satisfaction :
- Sample of managed projects:
- Blackberry, Samsung, Toshiba, Dell, Intel, Phillips
- Savola (Afia, O'Lite, Al Arabi, Shams, Al Osra sugar)
- Unilever (Close up, Vaseline, Signal, Tresemme, Clear, Dove, Sunsilk, Lux, OMO, Jif, Knorr, Lipton, Red label)
- 01-2014 → 12-2015 **EUROSYS, Car Shades Contracting**  
Admin Coordinator
1. Hiring, supervising, and evaluating staff members.
  2. Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.
  3. Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting.
  4. Answering questions and finding information for employees, vendors, clients.
  5. Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
  6. Ensuring that the office is well-maintained, organized, and secure.
  7. Assisting with special projects, such as process improvements and budget development.
  8. Developing and implementing new policies and processes.

01-2016 → 12-2019

**SEPHORA, Beauty Showroom**

Operational Support Executive

1. Develop a business plan within the exhibition and follow up in the correct manner.
2. Organize work within the exhibition and distribute tasks to all associates.
3. Work to achieve the sales objectives of the exhibition.
4. Complete contacts and ensure efficient use.
5. Follow up the issuance of invoices, bonds, and disbursement requests, and ensure the correctness of all outputs.
6. Monitoring and following up the store in communication and customer data.
7. Follow-up the quality standards.

01-2020 → 12-2020

**GASABLE, Application**

Operation Assistant

Operations leader in the Eastern Province, Specifically aiming for the company's growth by creating fully automated online and offline solutions to facilitate daily tasks.

01-2021 → present

**SHENE DORE, Furniture**

Project Coordinator

1. Develop a business plan and follow up in the correct manner.
2. Organize work within the exhibition.
3. Work to achieve the sales objectives of the exhibition.
4. Follow up the issuance of invoices, bonds, and disbursement requests, and ensure the correctness of all outputs.
5. Monitoring and following up the store in communication and customer data.
6. Follow-up the quality standards.

**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



Google Apps



Oracle



Power-BI



**LANGUAGES**

Arabic



English



**HOBBIES**



Basketball



Mechanical



Games