

Alanood Albatati

An aspiring team worker, hardworking and dedicated professional who wants to meet the challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation.

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WORK EXPERIENCE

Office Manager Studio Banat

03/2021 - Present

Achievements/Tasks

- Writing, preparing and assisting recruitment contracts, Issuing work visit visas, Documenting employee contracts.
- Create files and organize employee documents and official company documents.
- Setting up an electronic system that holds all the data and documents of their employees (with the possibility for the employee to access his personal file).
- Setting up an electronic system that carries all the company's data and documents (official papers).
- Follow up and organize the executive director's agenda and appointments.

AREA SALES MANAGER COFFEE MOMENTS

09/2019 - 09/2021

Achievements/Tasks

- Managing, training and motivating existing sales team to drive revenue growth.
- Develop efficient and creative sales and marketing strategies for the assigned territory and target setting for the sales team.
- Collecting customer and market feedback and reporting the same to the organization. And monitoring sales team performance.

OPERATION & DEVELOPMENT SUPERVISOR SAZ

03/2019 - 07/2019

Achievements/Tasks

- Continually review and improve business processes to improve productivity and add value to the group services.
- Frequently review, align and keep Superiors updated information on operational issues and performances indices such as customer profile, Resources management, Operating procedures.
- Manage and oversee administrative functions to ensure that all paperwork is processed efficiently and in a timely manner.
- Reviews daily operational performance and provide solution to drive for operational excellence.

SKILLS

Creative writing.

Research.

Public relations.

Sales

Effective communication skills

Relations Management.

Teamwork / Team Building.

Microsoft InfoPath Design.

Microsoft Office.

LANGUAGES

English

Professional Working Proficiency

Arabic

Native

WORK EXPERIENCE

ASSISTANT ADMINISTRATION MANAGER

SAEED GHODRAN GROUP

03/2018 - 03/2019

Achievements/Tasks

- preparing reports and maintaining appropriate filing systems.
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met, and work is completed correctly.
- Assist in training staff members and new hires.
- maintain electronic and hard copy filing system.
- working with Quality Assurance department as a Quality Assurance Officer, required to do the following: determining, negotiating and agreeing on in-house quality procedures, standards and specifications, recording, analyzing and distributing statistical information, monitoring performance, policy and procedures.

HR COORDINATION

HUNGER STATION LLC

06/2017 - 09/2017

Achievements/Tasks

- Completing administrative duties for the human resource department. These duties include assisting with recruiting efforts, arranging interviews for potential employees, checking applicant references, maintaining employee records and conducting new hire orientations, payroll processing, issuing medical insurance and letters.

METADATA ENHANCEMENT TECH

FIRST GULF COMPANY

10/2015 - 03/2017

Achievements/Tasks

- Archiving various programs that were displayed in the Saudi TV, Including the political and economic news.

EDUCATION

INFORMATION TECHNOLOGY AND COMPUTING

ARAB OPEN UNIVERSITY

2017