

CURRICULUM VITAE

ALI ALABDULAAL

Mobile No. 0504833410

PROFILE:

- Has an overall experience of more than 08 Years in sales coordinator and secretarial and Travel Coordinator field, team facilitator-excellent attitude, strong team work and goal focused, Computer literator , able to communicate effectively and interface at all levels. Self-motivated, reliable, confident and committed to high professional standards.

OBJECTIVE:

- To obtain a challenging and rewarding position in and organization, which will allow me to advance my abilities and also enable me to expand my knowledge and experience, I shall endeavor my utmost to perform the duties entrusted to me with excellence, in the best interests of the organization.

PREVIOUS JOB EXPERIENCE:

Company : Al Masood
Company Address : Dammam,Saudi Arabia
Position : Office Secretary
period : February 2006 to May 2006

Company : Abdulrahman Al Turki
Company Address : Air Ticketing
Position : Dammm Center
period : Ticketing Coordinator
: June 2006 to Dec 2017

Company : Unitey Travel
Company Address : Dammam,Saudi Arabia
Position : Office Secretary
period : 1 October 2018 to 30 February 2019

Responsibilities:

- Developed a working knowledge of Travel coordinator processes and procedures applicable to the Travel Coordinator on Air Ticketing offices
- Secretary in the Department of Construction.
- Sales oriented and that involves selling or offering traveling products
- I got to the sessions of the Amadeus Air.
- I got to the sessions of the Sabre Air.

EDUCATION BACKGROUND:

- Institute of Public Administration with GPA 3.16 out of 5 (Year 2003)
- Study English at the DePaul University of the United States of America for six months from 12 sep 2019 to 17 Mar 2020

COMPUTER / OTHER SKILLS

- Possess high computer skills Document and analyzed information in different Microsoft Office applications such as MS-Word, Excel and Powerpoint
- Typing speed accuracy in writing on the computer
- knowledge and experience in Amadeus program
- knowledge and experience in Sabre program

PERSONA DETAILS

Name : ALI ALABDULAAL
Date of Birth : 26 APRIL 1984
Place of Birth : SAFWA SAUDI, ARABIA
Material Status : MARRIED
Nationality : SAUDI ARABIA
Nationality ID : 1008205476
P.O. Box : 10773
City : QATIF 31911
Phone : (013)8557132
Mobile : 0504833410
Email : JAWAD.ABDULAAL@GMAIL.COM