



ABDULAZIZ ALAMRO

EXPERIENCE

● 2007 - 2008

Real estate agent at Al Fursan Office

- Selling and buying properties.
- Finalizing and controlling the conditions of the contracts, purchase agreements and closing statements.
- Interviewing clients in order to know their preferences for properties.
- Responsible for properties' advertisement mainly in Newspaper.
- Responsible for the Market's changes: new listings, what sold? What new activities? Etc.
- Intermediary in negotiations between buyers and sellers, representing both of them.

● 2010 - 2012

Southern Utah University

Assistant of International Students

- Translator, on campus and off campus: school, courthouses, prisons.
- Responsible for Bank issues, Visa issues and legal problems that face students.
- Help International Students with Academic and Language difficulties.
- Organizing trips, sport activities, English tables, conferences and debates in order to learn about International cultures.

● 2014 - 2016

Distinguished Brothers Trading & Cont. Co Personnel Officer

- Helping draw up plans for future personnel needs.
- Providing staff training and development.
- Operating pay and benefits policies.
- Counselling staff about any problems they may have, either at work or personally.
- Oversee employee services such as health and safety as well as sports and social facilities.

● 2016 - 2017

Latest Technologies Firm

General Manger

- Established financial policies, controls, and reporting system.
- Managed all accounting operations.
- Following all related internal and external policies and procedures.
- Managed legal relationships.

CONTACT

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● 2017 - 2018

Ningbo Star International Trading co. LTD, China branch office

General Consulter

- Quality consulter.
- Managed supplier relationships to build and foster partnerships resulting in securing competitive pricing, delivery time.
- Provides hands on leadership, directing and leading team members to achieve customer service and department objectives.
- Translated to clients.
- Managed marketing events

● 2019 - 2020

Kahhal Medical Complex

Patient Relations Coordinator

- Provide the newly registered patients with their health record numbers.
- Maintain cleanliness in his/her assigned reception area.
- Enrich patient experience with compassion, respect and dignity.
- Make appointments and give routine non-medical instructions to patients concerning their next visit.
- Perform other applicable tasks and duties assigned within the realm of his knowledge, skills and abilities.
- Generate the consultation and the medical procedure invoice

EDUCATION

- 2010 - 2013 **Two years of GE, Engineering Technology Major**
Southern Utah University, Cedar City, UT
- 2008 - 2010 **English as a Second Language Program**
University of Canterbury, New Zealand
- 2007 - 2008 **Training at the International House**
Vancouver, Canada
- 2005 - 2007 **High School Diploma**
Dammam High School, Saudi Arabia

SKILLS

COMPUTER SKILLS

Word ●●●●●
 Excel ●●●●●
 PowerPoint ●●●●●
 Explorer ●●●●●

LANGUAGE SKILLS

Arabic ●●●●●
 English ●●●●●
 Mandarin ●●●●●

INTERESTS AND ACTIVITIES

- Holder of a New Zealander Driver's license
- Member of International Students' club at the Southern Utah University
- Volunteer at the IBuddy Club at Southern Utah University: helping students from foreign countries to be involved easily.
- Soccer, Travel and reading