

LUKMMAN ALARFAT

To obtain a career opportunity in a team-oriented environment allowing me to contribute my skills and experience to the further development of the organization and achieve growth in my professional career.

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PERSONAL STATEMENT

Being able to positively contribute to humanity is my lifelong passion. I am filled with a relentless motivation to give back to society, and it brings me great joy whenever I am given the opportunity to inspire others in reaching their fullest potential.

WORK EXPERIENCE

Document Controller

M.R Al khathlan Co. For Contracting 12/2019 - 01/2021
Eastern Province, Saudi Arabia

- Overhauled the entire document management system to improve working practices.
- Responsible for establishing and maintaining a effective document control systems.
- Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

Customer Services

Alarfat Travel Group Co. 05/2019 - 08/2019 Eastern Province, Saudi Arabia

- Assistant of Government Relations Officer.
- Administration assistant in Human Resources.
- Arrange meetings.
- Managing travel plans with clients.
- Making travel and accommodation booking.
- Keeping record of cash flow.
- Collecting client feedback to share their experience and suggestions.
- Updating sales and case status reports.

Tax Representative

IRS Tax Relife Center 01/2019 - 04/2019 Flint MI, USA

- 75 hours of Preparing tax returns for City, State, and Federal for people with income less than \$40,000 a year.
- Dealing with IRS system to prepare the tax return.
- 4 Hours with University of Michigan Flint service Saturday Program.

Customer service and Accounting

Payment Inn and Suites 11/2017 - 10/2019 Flint MI, USA

- Responsible for performing customer service and accounting clerical work.
- Duties include billing, assisting in the maintenance of related accounting information, and supporting other staff within the department.

Customer service And Sales

Arab National Bank 06/2008 - 06/2011 Eastern Province, Saudi Arabia

- Answer customer questions and provide information to resolve any issues.
- Obtain necessary information from customers to adequately follow up.
- Provide information and instructions about relevant products and services.
- Attend all required customer service-related meetings
- Maintain working relationships with existing clients to ensure exceptional service and identification of potential new sales opportunities

Receptionist

Hamed A . AL Zamil & Brothers Co. 05/2006 - 12/2006

Eastern Province, Saudi Arabia

- Greet clients as soon as they arrive and connect them with the appropriate party
- Answer the phone in a timely manner and direct calls to the correct offices
- Copy, file and maintain paper or electronic documents and records
- Handle incoming and outgoing mail
- Prepare bills and take payments
- Schedule and confirm appointments and maintain event calendars

EDUCATION

Bachelor of Management in Business Administration-Accounting Program
University of Michigan- Flint – ABET Accredited.

06/2019 United States

Bachelor of Management in Entrepreneurship

University of Michigan- Flint – ABET Accredited


06/2019 United States


University of Michigan- Flint

Deans' List: Fall 2017 and Winter 2018 – Good Standing


INTERESTS AND SKILLS


 **Analyzing Data and Presenting Findings In a Written Report**

 **Understanding and Ensuring Compliance with Relevant Health and Safety Regulations and Quality Standards**


 **Providing Advice and Consultancy Support**


 **Knowledge of Office Procedures and Management Skills.**


 **Strong sense of organization and attention to details**


 **Proficient English Typing Skills (35 Words per Minute)**

 **Proficient Arabic Typing Skills (35 Words per Minute).**

 **Gained more experience in teamwork especially in college**

 **Ability to face the challenges and adapting to cultural diversity.**

 **Ability to work under stress and work independently**

 **I like to keep updated with local and international news and events.**

ADVANCED TRAINING

Inclusive Leadership
2018 - USA

Financial Management
2017 - USA

Strategic Management
2016 - USA

Project Management Professional "PMP" Preparation with 35 hours of Training
2015 - USA

Project Management Fundamental
2015 - USA

Lean Six Sigma Greenbelt
2014 - USA

Quality Management Fundamentals
2014 - USA

Stress Management Skills
2014 - USA

Document Control
2009 - Saudi Arabia

VOLUNTEERING

Saudi Club Vice President
University of Michigan - Flint
09/2017 - 03/2019 Flint Michigan, USA

Volunteer
Organization Us to Us
04/2014 - 12/2018 Flint Michigan, USA

COMPUTER/TECHNICAL SKILLS

Microsoft Office/Internet













Word	PowerPoint	Excel	Publisher	Outlook
Internet & Social Media		Fast Typer	OneNote	

LANGUAGES

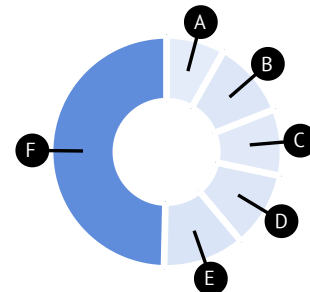
Arabic Native

English Fluent

INTERESTS AND SKILLS

-  Strong sense of organization and attention to details
-  Data Entry and Maintaining Personnel Records
-  Volunteering to give back to society
-  Social responsibility
-  Managing Operations
-  Problem-solving, Decision-making
-  Persuasive Skills and Feedback Skills
-  Observation and active listening skills
-  Interpersonal Skills
-  Positivity
-  Analytical Thinking
-  Time Management Skills

MY TIME



- A** Relaxation
- B** Family and Friends
- C** Personal Development
- D** Reading/Writing
- E** Working Out
- F** Work

REFERENCES

Upon Requested