



MUSTAFA MUSAGLAB

CONTACT

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SKILLS

- Closing processes
- Budgeting
- Microsoft NAV
- Administrative support
- Audit coordination
- Data trending knowledge
- Process improvement
- Data entry
- MS Office
- Calculating liabilities
- Accounts payable

PROFESSIONAL SUMMARY

Economics program graduate seeking a rewarding position within a professional environment providing opportunity, growth and, career advancement. Excellent communicator with strong planning, time-management and analytical skills; exercises independent judgment, decision-making and highly developed problem solving abilities. Reputation as a "Top Achiever" reflects capacity to pursue objectives, maintains focus, integrity, and effectively partners with others to meet mutual goals.

WORK HISTORY

Sales Consultant 09/2019 - Current

ALINMA BANK - Khobar, Eastern Province

- Drove sales by producing multi-million dollar contract sales.
- Demonstrated products to show potential customers benefits and advantages and encourage purchases.
- Provided pricing information to customers regarding specific products.
- Identified prospect needs and developed appropriate responses along with information on suitable products and services.
- Cultivated lasting rapport with key industry clients by providing accurate pricing and credit terms to meet customer objectives.

MIRZA AL-JISHI COM 08/2016 - 04/2019

collection - Al Qatif, Eastern Province

- Employed knowledge of local area to optimise delivery routes, resulting in [50]% faster delivery times than previous averages.
- Maintained flexible schedule to take on additional hours during busy periods.
- Handled customer complaints with empathy and professionalism.
- Upheld positive brand image by demonstrating outstanding customer service skills throughout delivery process.

Business Associate 09/2012 - 11/2015

FAST LUPE

- Construction pan gulf company , HR , 2015.
- Maintained all office files, both electronic and hard copies.
- Assembled and mailed informational packets, reports and publications.
- Calculated Coordination of Benefits (COB).

EDUCATION

Bachelor of Business Administration, 10/2015

LAURENTIAN UNIVERSITY - CANADA