

ABOUT ME

Date of birth

17 May 1993

Phone

0500801711

Email

adnan.alamoudi1993@outlook.com

Nationality

Yemen

Address

Dammam, Saudi Arabia

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Imam Abdulrahman Bin Faisal University
2016-2020

DIPLOMA OF NETWORKING

AlKhaleej Training and Education
2011-2013

COURSES

ENGLISH LANGUAGE

AlKhaleej Training and Education
2011-2013

LANGUAGES

Arabic

Native

English

Good

ADNAN ALAMOUDI

BUSINESS ADMINISTRATION

PROFESSIONAL SUMMARY

Exceptional leader talented at administration and negotiating. Technically-savvy with outstanding relationship building, training and presentation skills.

WORK EXPERIENCE

2019-2021

ADMIN SALES SUPPORT

Ali Zaid Al Quraishi Electrical Services/ Dammam SA

- Supplier analysis.
- Proposal/quotations.
- Review/asses RFQ's from Saudi Electricity Company (SEC) portal.
- Administrative responsibility.

2016-2018

LOGISTIC ADMINISTRATOR

Ali Zaid Al Quraishi Electrical Services/ Dammam SA

- Communicate with the brokers.
- Following up the shipments.
- Preparing all documents need for customs.

2014-2016

ADMIN ASSISTANT

Ali Zaid Al Quraishi Electrical Services/ Dammam SA

- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Collate and distribute mail
- Documentations process

SKILLS

Adobe photoshop



Microsoft Office



Team Working



Work under pressure



Quick Learner



Workplace Flexibility

