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# Abdulaziz Aljafari

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## ❖ **Objective:**

- To obtain a position of responsibilities that utilizes my skills and to work in an environment where I can enrich my knowledge.

## ❖ **Education:**

- **Bachelor of Technology in Information Technology (Ongoing)**  
- Kwantlen Polytechnic University, Surrey-Richmond, BC, Canada

## ❖ **Working Experience:**

- **Zaff International LTD, Khobar, Saudi Arabia (July 2020 – Present)**
  - Saudi Aramco coordinator: Follow up with Saudi Aramco employees with their service requests for gas monitor detectors. Create reports for all received gas monitor detectors for service.
  - Invoicing: Prepare, translate, and submit Saudi Aramco invoices.
- **Knowledge Partners KITE, Dammam, Saudi Arabia (September 2019 – December 2019)**
  - Technical support assistant: Assist with the company on-site projects and deal with customer problems on their computers.
- **Asas Holding Co., Al Khobar, Saudi Arabia (July 2017 – August 2017)**
  - Help desk: Managed and supported over 50 devices as well as monitoring daily backups, antivirus status, shared storage space and network activity, adjusting network equipment and settings as needed.
- **IKEA Richmond (March 2016 – August 2016)**
  - Full serve/Handouts: Receive items from warehouse co-workers and scan them before handing them to customers at the front desk.
  - Returns: Process customers returns, answer questions about merchandise, and checkout.

## ❖ **Volunteer Experience:**

- **KPU Open House 2016**
  - Register guests and provide a tour bag.
  - Guide non-registered guests to registration booths.
  - Provide directions and answer guests' questions.

## ❖ **Personal Skills:**

- Team player and comfortable in working with people from different backgrounds.
  - Excellent organization skills, time management, and multi-tasking.
  - Ability to prioritize projects and workload.
  - Able to make positive impressions on others by being diplomatic and professional.
  - Strong interpersonal skills and confidence in communicating at all levels.
  - Strong English written and verbal communication skills.
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