

Abdulla Saeed Alkhamees

Business Administration



Education

2016-09 Bachelor of Science: Business Administration

2021-01 *Jubail University College* – Eastern province, Saudi Arabia

- Excellent Grade
- GPA of 3.63 out of 4
- Second Class Honor



Work Experience

2020-08 Administrative Assistant – Alshamasi Trading Company

Present

- Adapted to workflow changes and implemented continuous process improvement to overcome obstacles.
- Coached new employees on administrative procedures, company policies and performance standards.
- Collaborated with customers, management and sales team to better understand customer needs and recommend appropriate solutions.
- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.



Certifications

2020-03 Managing Project Risks – Doroob

2018-10 “ C ” Coaching Certificate – Asian Football Confederation (AFC)

2016-03 TOFEL IBT 92 Score – Educational Testing Service (ETS)



Contact

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Skills

- Teamwork
- Problem Solving
- Time Management
- Communication Skills



Software

Microsoft Office

Odoo



Languages

Arabic Native

English Professional