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LANGUAGES

Arabic
Native or Bilingual Proficiency

English
Full Professional Proficiency



SKILLS

Basic Networking

Technical Troubleshooting

CCNA v7: Introduction to Networks

IT Essentials: PC Hardware and Software

CCNA: Fundamentals of Wireless Communication

communication

Problem Solving

Teamwork & Collaboration

Ali Almustafa

Technical Support and Administrative Professional

Motivated professional with experience in administration, sales, and technical support. Skilled in office operations, customer service, records management, and troubleshooting electronic devices. Organized, adaptable, and committed to delivering efficient results in dynamic work environments.



WORK EXPERINCE

Sale Representative Spot Track

01/2026 - Present

Dammam , Eastern Province

Tasks

- Promoted products and services to customers.
- Built and maintained client relationships.
- identified sales opportunities and generated leads.
- Achieved sales targets and prepared sales reports.

Admin Clerk

Fanar Arabia International Company

07/2022 - 12/2025

Dammam, Eastern Province

Tasks

- Managed records, documentation, and archiving systems to maintain data accuracy and accessibility.
- Organized executive calendars, meetings, and appointments while supporting cross-functional coordination.
- Prepared professional reports, official correspondence, and business documentation.
- Facilitated communication across departments to support operational excellence and timely execution of tasks.
- Delivered administrative support to leadership through data management, reporting, and process coordination.

Electronic Devices Technical Support Khalifa Algosaibi Company(co- op)

01/2022 - 06/2022

Dammam, Eastern Province

Tasks

- Delivered technical support for computer systems, printers, and electronic devices through diagnostics, maintenance, and repair.
- Troubleshoot and resolved hardware, software, and connectivity issues to ensure business continuity.
- Installed and configured operating systems, applications, and peripheral equipment.
- Assisted in network cabling, device connectivity, and basic infrastructure support.



EDUCATION

Diploma in Technical Support College of Technology

2019 - 2021

Dammam, Eastern Province



ACHIEVEMENTS

Graduation Project: Rescue Ladder (First Place Winner) – Technical College Projects Competition (2021)