

Ali Albaqshi



- 📍 Dammam, Saudi Arabia
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Profile

Motivated professional seeking a challenging opportunity where I can utilize my skills and experience to contribute to the success of the organization while further developing my abilities and advancing my career.

Certificates

Hospitality Experience Program

Glion Institute of Higher Education
10 / 2022 | London, United Kingdom
Powered by Ministry of Tourism

Skills

- Languages: English & Arabic
- Microsoft Office 365
- Communication
- Copywriting
- Events Coordination
- Team Work & Team Leading
- Creative Thinking
- Multitasker
- Problem solving

Professional Experience

Care Center Agent, *Nextcare*

04/2022 | Khobar, Saudi Arabia

- Addressed customer inquiries and complaints pertaining to health insurance coverage
- Provided assistance in obtaining health insurance approvals and resolving issues

Service Advisor - Internship, *SAMACO Automotive*

2021 – 2022 | Khobar, Saudi Arabia

- Facilitated Communicated with customers and workshop technicians
- Consulted with client on technical repairs and maintenance
- Estimated repair costs and organized workshop logistics

Education

Associate's Degree, Marketing and Sales,

Institute of Public Administration

12/2021 | Dammam, Saudi Arabia

High school Degree, *Clements high school*

2015 | Houston, USA

Courses

Data Analysis, *Misk Skills*

03/2022

IAB Digital Marketing and Media Foundations

Certification, *Ministry of Communications and Information Technology of Saudi Arabia*

01/2022

Health Community Training Program,

Saudi Commission for Health Specialties (SCFHS)

2021

Volunteering

Event Coordinator, *Culture Centers*

2015 – present | Dammam, Saudi Arabia

- Planned and coordinated various events including occasions, awards ceremonies, and operettas
- Managed event budgets and coordinated with venues, photographers, and speakers
- Conducted final event inspections to ensure adherence to client standards
- Evaluated event success and submitted findings

Ministry of Health, *Administrative Assistant*

07/2021 | Dammam, Saudi Arabia

Volunteered at the Dammam Green Halls vaccination center during Covid-19 pandemic