

ABDULAZIZ ALTAMIMI
Al Khozmama, Khobar, Saudi Arabia
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Education

Alasala Private Colleges
Damamm, Saudi Arabia
Major: **Bachelor of Law**

Experience

MFA Law Firm & Consulting

Jan to May 2024

Trainee Lawyer

- Assisted in drafting legal documents and conducting research to support case preparation.
- Collaborated with senior lawyers to analyze contracts and provide legal advice to clients.

Saud Car Maintenance Center

June to September 2022

Data Entry Clerk

- Accurately entered and maintained data related to inventory and orders, ensuring up-to-date records.
- Collaborated with team members to streamline data processes and improve efficiency.

Landmark Arabia Group

March to June 2019

Sales Specialist

- Assisted customers in selecting furniture tailored to their needs, enhancing overall satisfaction.
 - Achieved sales targets through effective product knowledge and relationship-building.
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Language

- English : Advanced
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Certification

- Developing the skills of legal advisors
 - Adel Training Center
- Basic Life Support

Skills

- Customer Service
- Communication
- Time Management
- Attention to Detail
- Teamwork
- Problem-Solving
- Cash Handling