

Resume

SULAIMAN ALBAZ

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■ Jeddah, Saudi Arabia | Status: Single

Education & Training

- General Organization for Technical and Vocational Training (2017)

Basics of Electricity, Painting, Plumbing, and Mobile Phone Maintenance (52 hours).

- Quartz International Training & Media Facility (2023)

- Human Resource Management (80 hours)
- English Language (80 hours)

Professional Experience

Apparel Trading Company – Sales Representative

Jan 2023 – Nov 2023 (11 months)

- Provided excellent customer service and supported sales operations.
- Achieved sales targets and contributed to store growth.

Flynas (Seasonal – Hajj) – Call Center Agent

Jun 2023 – Aug 2023 (2 months)

- Assisted Hajj pilgrims with bookings and inquiries.
- Handled large call volumes while ensuring quality service.

Arabian Coffee Company Ltd. – Barista

Nov 2022 – Mar 2023 (4 months)

- Prepared and served beverages with attention to quality.
- Maintained hygiene and operational standards.

Brown Color Company – Barista

Jan 2021 – Oct 2022 (10 months)

- Delivered high-quality coffee and beverages.
- Supported daily operations and stock management.

Ali Yahya Al-Baz Trading Establishment – Sales Representative

Jun 2018 – Dec 2018 (6 months)

- Promoted and sold products to customers, improving sales performance.

Concepts Cleaning Corporation – Accounts Clerk

Jan 2017 – Dec 2017 (12 months)

- Managed fee accounts and supported administrative tasks with accuracy.

Skills

- Strong attention to detail and accuracy in work.
- Excellent communication and interpersonal skills.
- Leadership abilities and commitment to continuous learning.
- Ability to work effectively under pressure and meet deadlines.

Languages

- Arabic: Native
- English: Advanced