

Yazeed Saud AL-MUTAIRI

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Objective

seek to develop the work environment in which I am present, gain experience, reach my goal and the position I aspire to reach , and highlight the effective role in a competitive work environment to provide the best

Experience

Adel Technical Establishment for Machines and Equipment July,2022Jan,2023

Work as : Administrative Assistant

- Assisted in daily operational tasks to support the smooth functioning of the establishment.
- Managed inventory and ensured proper organization of equipment and tools
- Coordinated with the technical team to ensure timely delivery and maintenance
- of equipment

Badai Al-AMAL for Operation and Maintenance October 2024-January 2025

Work as : Customer Service

- Provided high-quality customer service by addressing client inquiries and resolving issues.
- Maintained communication with clients to ensure satisfaction and efficient service delivery.
- Assisted in handling service requests, scheduling appointments, and coordinating with the maintenance team.

Education

- Qassim University 2025/01/05

Bachelor's Degree in.College of Languages and Humanities Studies
(English Language and Translation)

Skills & abilities

- Proficiency in using Microsoft programs
- Work under pressure
- Flexibility
- Teamwork

Languages

English Language

Arabic Language