

Abdulaziz Mohammed Alajlan

 [0597807686](tel:0597807686)

 abdulazizma7686@gmail.com

 Buraidah

OBJECTIVE

I seek to obtain a position in a professional work environment where I can apply the knowledge and skills acquired in the field of Business Administration, contributing to the achievement of the organization's goals by enhancing administrative performance and improving operations. I aim to gain advanced practical experience that supports my professional growth and enables me to effectively contribute to team and organizational success.

EDUCATION

Qassim University

Bachelor's Degree in Business Administration

Graduation Year: 2025

EXPERIENCE

Adhba Water Company

Sales Representative

- Communicated with clients and presented products
- Achieved monthly sales targets
- Followed up with existing clients and attracted new ones

Kona Specialty Coffee Company

Customer Service Manager

- Supervised the customer service team
- Handled complaints and inquiries professionally
- Improved customer experience and satisfaction

ZARA

Exhibitions Department Supervisor

- Organized and executed exhibitions in stores
- Coordinated with various teams to ensure event readiness
- Monitored performance and achieved departmental goals

SKILLS

- | | |
|---------------------------------------|--------------------------------------|
| ○ Data analysis and decision-making | ○ Strong interpersonal communication |
| ○ Effective project management | ○ Teamwork and collaboration |
| ○ Preparing administrative reports | ○ Time management |
| ○ Financial planning and organization | ○ Problem-solving |

COURSES

- Introduction to Human Resources Tasks
- Marketing Workshop for Small and Medium Enterprises

LANGUAGES

- Arabic - English.