

Alaa Aljohani

+966 590 737 206 Alaanf009@gmail.com Alaa-Aljohani Saudi Arabia

SUMMARY

Detail-oriented professional with experience in procurement, training coordination, and administrative support. Skilled in managing logistics, analyzing data, and facilitating effective communication. Committed to ensuring smooth program execution and operational efficiency. Adaptable and dedicated to continuous improvement.

EXPERIENCE

Madinah Hilton | Saudi Arabia

Hotel Specialist (Tamheer) | January 2025 – July .

- Manage purchase orders and ensured compliance
- Use Hilton’s procurement system from start to finish
- Handle bookings, payments, and memberships in reservations
- Support sales through calls, offers, and group bookings
- Communicate with clients to confirm reservations.

Ministry of Human Resources and Social Development Saudi Arabia

Cooperative Training | June 2024 – September 2024.

- Organized and coordinated training programs for students and interns
- Supported administrative and logistical arrangements for training activities
- Collected and analyzed data on training outcomes and feedback
- Facilitated communication between trainees, trainers, and staff
- Contributed to training reports and documentation for smooth execution.

EDUCATION

Taibah University | Saudi Arabia

Bachelor of Business Administration - BBA | October 2024.

OTHER

● Courses and Certifications:

- Computer Basics | Doroob.
- Innovation Practices in Hospitality and Tourism | Ministry of Tourism.
- Innovative Sales Practices | Ministry of Tourism.
- Marketing Communication Course | Ministry of Tourism.
- Performance Management Course | Ministry of Tourism.
- Presentation Program (PowerPoint) | Doroob.
- Spreadsheet Program (Excel) | Doroob.
- Word Processing Program (Word).

● Hard Skills:

- Business Administration.
- Hospitality Management.
- Reservation System Management.
- Event Planning & Coordination.
- Procurement & Purchasing.
- Client Relations.
- Microsoft Office Suite.

● Soft Skills:

- Communication.
- Problem-Solving.
- Leadership.
- Time Management.
- Attention to Detail.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages: Arabic, English.