

# Abrar Ahmed Alzahrani

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Saudi Arabia

## SUMMARY

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As an administrative professional with diverse experience in human resources, sales, and administrative follow-up across various sectors, including hospitals and commercial companies. I am distinguished by my ability to organize operations and coordinate tasks between departments, which has contributed to enhancing efficiency and achieving organizational goals. I possess strong experience in dealing with employees and customers with a high level of professionalism, ensuring a positive work environment and an exceptional customer experience. Additionally, I have skills in preparing reports and analyzing data to support decision-making. I am committed to continuous professional development and delivering added value to the organizations I work with.

## EXPERIENCE

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### Al-Salam Waqf Hospital | Saudi Arabia

#### Human Resources Specialist

- Managed recruitment processes, onboarding of new employees, and updated personnel files.
- Monitored attendance and prepared periodic HR reports.
- Contributed to implementing administrative policies and procedures in compliance with labor regulations.

### Abdulghani Hussein Trading Group | Saudi Arabia

#### Administrative Sales Coordinator

- Monitored daily sales reports and ensured accuracy of entered data.
- Coordinated between the sales department and other departments to ensure smooth operations.
- Prepared schedules and tracked sales representatives' commitments.

### Landmark Company | Saudi Arabia

#### Sales Department

- Assisted customers and provided support to ensure an exceptional shopping experience.
- Helped in product display and maintained proper organization of the section.
- Achieved monthly sales targets through effective promotion.

## EDUCATION

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### King Faisal University | Applied College | Saudi Arabia

Diploma in Business Administration | GPA: 4.53/5.

### Taibah University | College of Arts and Humanities | Saudi Arabia

Bachelor's Degree in Islamic Studies | GPA: 4.11/5.

## OTHER

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### ● Courses and Certifications:

- Security Training Course | NPO.
- Data Entry and Word Processing Course | Gulf Training & Education Institute.
- English Language Course | Wall Street English Institute.

### ● Hard Skills:

- Business Administration.
- Data Analysis.
- Human Resources Management.
- Financial Accounting.
- Sales & Marketing Management.
- Project Management.
- Microsoft Office Programs.

### ● Soft Skills:

- Problem Solving.
- Critical Thinking.
- Effective Communication.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

### ● Languages: Arabic, English.