

NAWAF MUJAMMAMI

ADMINISTRATIVE COORDINATOR



+966 56 7700 078

Nmujammami@outlook.sa Saudi

Arabia, Jeddah , Al-Salamah

SKILLS

- Import and export operations
- customs clearance
- Event management
- Managing the work team and working as a team
- Problem-Solving
- Negotiation
- Proficiency in decision making
- Inventory Management
- time management
- customers service
- Attracting customers
- Professional use of computers and Microsoft
- Familiar with all aspects of supply chains

EDUCATION

HIGH SCHOOL

I got an excellent grade
2016

KING ABDULAZIZ UNIVERSITY

Diploma in Public Administration
2023

UMM AL QURA UNIVERSITY

Certificate of passing the operations
course in supply chains
2023

ABOUT ME

As a professional in my field, I enjoy several advantages, including the ability to work in a team. I also aspire to develop myself in several fields and am now looking for job stability.

EXPERIENCE

CODE B MEN'S SPA SALON COMPANY

Barber and Spa Center

2024 - 2025

- Branch Supervisor
- Operations

SAUDI LANA LOGISTICS L.L.C

An integrated logistics company

2023 - 2024

- Shipping broker
- Customs clearance specialist
- Data entry

MODERN PROJECTS COMPANY - COFFEE HOUSE

Serving drinks and food

2020 - 2023

- Branch Supervisor

SAUDI TAKAFUL INSURANCE AGENTS COMPANY

Insurance

2019 - 2020

- Vehicle insurance
- Medical insurance
- Insurance broker
- Facility insurance
- Occupational hazards

UNIQUE SAUDI FOUNDATION

Contracting and Operation

2016 - 2019

- Seals service
- Customer service