

# Moutaz Alghamdi

SUPERVISOR

## Details

Jeddah  
Saudi Arabia  
0548027781  
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## Skills

Leadership

Communication

Sales

Customer Service

Teamwork

Management

Problem-solving

Time Management

## Languages

ARABIC

ENGLISH

FILIPINO

## Profile

Seeking a challenging position with a future-oriented company offering opportunities for growth and advancement where I can actualize the potential and interpersonal skills I have.

## Employment History

### HR ADMINISTRATION ASSISTANT, SAUDI BINLADIN, Jeddah

JANUARY 2011 – JANUARY 2013

- Led a team of HR professionals to successfully implement a major HR initiative on time and within budget
- Developed and implemented effective policies and procedures for HR, finance, and other administrative functions

### Sales Team Leader, IKEA, Jeddah

JUNE 2013 – FEBRUARY 2016

- Built a high-performing team through recruitment and performance management, resulting in a 10% reduction in turnover
- Developed and implemented a sales strategy that increased revenue by 20% year-over-year
- Analyzed sales data and developed insights to inform decision-making and drive sales performance

### RESTURANT SUPERVISOR, FAUCHON, Jeddah

MAY 2017 – JUNE 2018

- Developed and implemented a new training program that improved employee performance and customer satisfaction by 50%
- Developed and maintained a schedule that minimized labor costs while ensuring adequate coverage during peak hours
- Developed and maintained a system for tracking and managing employee performance
- Created a customer loyalty program that increased repeat customers by 80%

### SUPERVISOR - FURNITURE, LOFT, Jeddah

MARCH 2021 – MARCH 2023

- Assisted with the setup of event venues, including setting up furniture, decorations, and audio/visual equipment
- Developed a budget and managed store expenses to ensure profitability
- Developed and maintained strong relationships with suppliers to ensure timely delivery of products
- Analyzed store performance data to identify areas of improvement and develop strategies to increase efficiency
- Developed and maintained strong relationships with customers to ensure repeat business

## **SUPERVISOR, MIRO, Jeddah**

JULY 2023 – PRESENT

- Developed and implemented a system for tracking employee attendance and absences, resulting in improved accountability
- Collaborated with cross-functional teams to identify and resolve conflicts, resulting in improved team dynamics
- Evaluated employee performance and provided regular feedback to ensure goals and objectives were met
- Developed and implemented a new onboarding process that reduced employee onboarding time by 20%

## **Education**

**diploma, psychology**

JANUARY 2016 – JANUARY 2018