

Abdulah Allateeq

IT Inventory Management Specialist

+966 535080080

@Abdulah.allateeq@hotmail.com

Saudi Arabia, Riyadh

EDUCATION

High school 2010

English Language 2011

Diploma in Computer Technology
2015-2017

INDUSTRY EXPERIENCE

Service Delivery and Budgeting Management collecting all the assets that evolved for the IT Department all around the kingdom, receive, and prepare and develop all the assets that for Najm company. Business Service Delivery Management Resources

CERTIFICATE COURSES

English Language from Canada
2011

Microsoft Support Specialist
2016

Data entry and word processing
2016

Communication Skills 2017
General English 2017

Technical Experience:

(International Certificate in IT Skills Foundation (CAMBRIDGE)
(Configuring Managing and Maintaining Windows Server 2008- (Based Servers)
(Data Entry and Word Processing)

EXPERIENCE

Call Center Agent

Flay Nas, Airlines

Apr 2018 – Feb 2019

Present Saudi Arabia, Riyadh

SAMA Airlines

- Communication with the customers to make new reservation.
- Cancellation booking or make a new booking.
- Negotiate with the new customers about the new flights and the cheapest flights domestic flights and international flights.
- Communicate with the best solution or the best way to make the customer happier.
- Planning for the customers the reservations for the best way and best time for them.
- Resolving all the reports and the issued.

Logistics Officer – IT Operation

NAJM – For insurance services

Feb 2019 – May 2018 Saudi Arabia, Riyadh

SAMA Insurance services

- Lead payment service compliance, Operation, initiatives Najm policies, standards, guidelines and procedures.
- Responsible for the IT Department bills.
- Associate each device with all the employs.

Inventory Management Specialist-IT Operation

NAJM – For insurance services

Jun 2020 – Now

Saudi Arabia, Riyadh

SAMA Insurance services

- Build and develops IT solutions and online services.
- Responsible for the IT assets, control, develop, and update the electronic devices.
- Lead internal and external relationship with customers and employs demands and partners.
- Power supplies needed for the operation continuous.
- Sim card Management.
- Principal Commissioner for Najm Company.
- Lead transformation assets in a automation technology and integration.
- Manage and design all the requirement weekly reports.
- Lead digital assets plans within IT department.
- Manage team performance, technical , Risk, compliance
- Research partner companies and seek to negotiate best-price contracts to increase business revenue.
- Collecting data and prepare it internal.
- Receives and maintained and deliver the assets to all branches around the kingdom.