



# ABDULRAHMAN FAHAD ALTHUMAIRY

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**Supervisor | Administration | Office Administrator | Executive Secretary | Technician | Mechanic (Automotive) | Operator | logistics | Sales | Team Lead**

## CAREER OBJECTIVE

Dedicated and focused who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve organization's goals. Seeking a position that will maximize my experience, and also a position that will push me to improve my skills. Looking for a job that will challenge me and provide an atmosphere where I will grow, learn more in any function that is offered to me.

- ❖ Administration Skills.
- ❖ Technical Skills.
- ❖ Decision Making Skills.
- ❖ a Team environment & Leadership.
- ❖ Problem Resolution and ability to multi-task.
- ❖ Strong mechanical attitude.
- ❖ High level of attention to detail.
- ❖ Safety knowledge.
- ❖ Ability to work in a fast-paced environment.
- ❖ Communication Skills.
- ❖ Performing routine operation of basic control.
- ❖ IT Knowledge.
- ❖ equipment/mechanical knowledge.
- ❖ available for flexible and long shift working hours.
- ❖ Microsoft Office Skills.
- ❖ capable of learning quickly.
- ❖ Strong knowledge in plant utilities and safety.

## CORE QUALIFICATIONS

- Demonstrate experience in developing relationships in a highly-matrixed organization as well as experience in handling the administrative and executive support related tasks with minimal supervision.
- Demonstrated exemplary planning and organization skills – able to set priorities, manage details and accurately.
- Demonstrated ability to independently manage multiple tasks and prioritize work in a fast-paced environment.
- High attention to details with a focus on quality and professionally designed client deliverables.
- Knowledge of office procedures, practices and equipment and ability to suggest and implement proficient processes.
- Ability to accurately process high volumes of work, prioritize duties, meet deadlines.
- Proven analytical and problem-solving skills with the ability to develop high levels of credibility.

## PROFESSIONAL EXPERIENCE

**Sales Executive-Team Lead | mawdoo3.com**

**15-01-2021 - 08-12-2021**

Key Responsibilities:

- ❖ Acted liaison between clients, vendors, management, and staff to ensure that all client/vendor needs were met. Educated clients and vendors emphasizing produce features based on analysis of clients' needs and on technical knowledge of product capabilities and limitations.
- ❖ Prepared and processed sales orders, following product from inception to delivery to ensure accurate and expedited service. Prepared estimates, invoices, and process both client and vendor billing requests.
- ❖ Supported and serviced accounts; maximize margin by upselling customers to higher-priced services and products per region revenue-management goals.
- ❖ Manages daily activities of the department personnel by scheduling and assigning workflow, checking personnel's work for accuracy and production rates, to decrease costs within the department.

**Sales Executive | HungerStation.**

**01-01-2020 - 08-01-2021**

Key Responsibilities:

- ❖ Acted liaison between clients, vendors, management, and staff to ensure that all client/vendor needs were met. Educated clients and vendors emphasizing produce features based on analysis of clients' needs and on technical knowledge of product capabilities and limitations.
- ❖ Prepared and processed sales orders, following product from inception to delivery to ensure accurate and expedited service. Prepared estimates, invoices, and process both client and vendor billing requests.
- ❖ Supported and serviced accounts; maximize margin by upselling customers to higher-priced services and products.

**Technician Supervisor | Altrad RB Hilton Saudi Arabia Ltd.**

**10-12-2018 – 01-01-2020**

Key Responsibilities:

- ❖ Manages daily activities of the department personnel by scheduling and assigning workflow, checking personnel's work for accuracy and production rates, to decrease costs within the department.
- ❖ Ensures that established goals and quotas for the department are reached and motivates department to meet these goals. Assures adherence to budgets, schedules, work plans, and performance requirements.
- ❖ Checks own work and possibly the work of others; work results are of the highest quality standards and advanced.
- ❖ Input of work orders, permits using the maintenance management system.
- ❖ Perform pre-operational safety checks and complete a vehicle inspection report before operating equipment.

Key Responsibilities:

- ❖ Acted liaison between clients, vendors, manufacturers, management, and staff to ensure that all client/vendor needs were met. Educated clients and vendors emphasizing produce features based on analysis of clients'
- ❖ Prepared and processed sales orders,

**Executive Secretary | Hilal Transport Co. Ltd.**

**25-01-2015 - 17-07-2016**

Key Responsibilities:

- ❖ Operated office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, excel, or other software applications to prepare reports, invoices, letters, case histories, and records.
- ❖ Created letters, memos, reports and other documents and using a tracking system to ensure timely submission.
- ❖ Greeted visitors and ensuring they are appropriately assisted while providing excellent customer service.
- ❖ Represented and assisted the immediate supervisor and executives at meetings, via telephone, and in writing, as needed. Oversaw daily office duties including facility contracts, payment notices, and insurance certificates.

**Administration | Azmeel Construction.**

**01-01-2013 - 10-12-2014**

Key Responsibilities:

- ❖ Performed a diversified range of administrative support duties for department including document preparation, meeting coordination, meeting transcription and project assistance.
- ❖ Submitted and maintained system access requests for department staff and vendor staff managed by department.
- ❖ Created correspondence, reports, charts and other documents as requested. Designed and populated.

**Technician, Operator | Sky Vision Construction.**

**15-01-2007 - 27-07-2011**

Key Responsibilities:

- ❖ Performs all responsibilities in keeping with the company's safety policies and procedures.
- ❖ May change cylinder valves with wrench, or adjust them with torque wrench to prescribed tension.
- ❖ Transfers product to different buildings using a forklift. Moves levers and presses pedals to drive forklift and control movement of lifting apparatus.
- ❖ Regularly inspects and maintains pumping apparatus and associated monitoring devices.
- ❖ May test gas for purity using testing equipment.

**Executive Secretary |Al Ayade Almutqana for Human Resources.**

**01-01-2007 - 27-07-2011**

Key Responsibilities:

- ❖ Performed general office duties and administrative tasks. Prepared weekly confidential sales reports for presentation to management. Managed the internal and external mail functions.
- ❖ Managed Employee's personnel details, Payroll details.
- ❖ Arranged and organized the salaries of the workers and the employee.
- ❖ Arranged all the contracts with multiple companies Observe and supervise the staff also the workers.

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**EDUCATION & INTERESTS**

**Alhussan high school**

Degree Name: High School Diploma  
Field of Study Since  
Grade: 69.96  
Graduation 2001 – 2005

**Al Yamamah University**

Degree Name: Business  
Field of Study: Business Management  
Not Graduate yet 2009 – 2011

**Al Yamamah University**

Degree Name: English Course  
Level: Nine  
2009 – 2011

**Certification**

- Foreign language, Translation.
  - Technology
  - Mechanic work "Vehicle Mechanics"
- Bank Executive Officer Certification EX0005929
  - Certified Executive Secretary EX0005930
  - Customer Service Certification EX0005927
  - Human Resource Certification EX0005928