

# Abdullah M. Al-Dossari

## **PERSONAL INFORMATION:**

- Phone: 966569006933
- Saudi Arabia – Riyadh
- Email: [abdullahm5050@gmail.com](mailto:abdullahm5050@gmail.com)

## **EDUCATION:**

**Diploma in Computer Applications**, College of Computer and information Sciences from “Imam Mohmmad Ibn Saud Islamic University” – RIYADH

- GPA 92 of 100 Excellent’

**Diploma in Accounting & Financial Management**, ABHA Chamber – RIYADH

- GPA 72 of 100 Good’

**Studding English language at CTC Training**, Saudi Aramco – DHAHRAN

- GPA 91 of 100 Good’

## **EXPERIENCE:**

Sep 2021 – Until Now.

**Isuzu Branch Manager, Al-Yemni Motors CO** - RIYADH

Dec 2019 – Aug 2021.

**Collections Manager, Al-Yemni Motors CO** – RIYADH

Aug 2017 – Nov 2019

**Government & KEY Collection Specialist Officer, Mobily** - RIYADH

Sep 2014 – Jul 2017

**Data Operations Senior Officer, Mobily** – DAMMAM

Jul 2007 – Aug 2014

**Operation Senior Officer, Mobily** – DAMMAM

## **JOB DESCRIPTION:**

- Control the collection department for bills and unpaid amounts.
- Auditing and editing for incorrect invoices.
- Knowledge of high-volume collections, credit authorization and billing procedures and practices.
- Works closely with the Billing Department to implement processes and policies that contribute to accurate invoicing.
- Resolve any issues and problems faced by customers and deal with complaints to maintain trust.
- Responsible for developing long-term relationships with a portfolio of assigned business Customers.
- Solving customer issues regarding service, and following up with the internal concerned dept.
- General Relationships with customers and their higher management through weekly visit.

## **SKILLS & LANGUAGE:**

- Professional in managing a work team.
- Speak clearly so listeners can understand.
- Listen to others and ask questions.
- Write clearly so other people can understand.
- Understand written information.
- Read and understand work-related materials.
- Computer Skills Windows, Word, Excel.
- Good Communication and Interpersonal skills.
- Good written and spoken English language.

# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: Abdallah M. Al-Dossary #432880

Has completed the: English 1A

Start Date: February 11, 2006

End Date: March 19, 2006

At: Dammam CTC

KAM

**F. A. AL SHARIF, Superintendent**  
Saudi Aramco Contractor Training Division

Saudi Aramco Contractor Training Division  
Dammam Contractor Training Center

# Certificate of Excellent Attendance

*Awarded to*

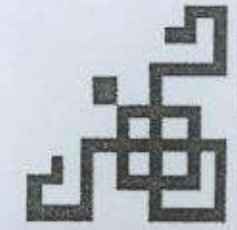
**Abdallah M. Al-Dossary #432880**

*In recognition of his punctuality and excellent attendance in*

**English 1B**

Course Start Date: March 20, 2006

Course End Date: May 01, 2006



*Khalid 5/2/06*

K. H. Abu Mallouh, Principal  
Dammam Contractor Training Center



# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: Abdallah M. Al Dossary #432880

Has completed the: English 4B

Start Date: January 6, 2007

End Date: February 6, 2007

At: Dammam CTC

  
F. A. AL SHARIF, Superintendent  
Saudi Aramco Contractor Training Division



القطر والغاز  
Saudi Aramco

# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: **Abdallah M. Al Dossary #432880**

Has completed the: **English 3B**

Start Date: **October 8, 2006**

End Date: **November 25, 2006**

At: **Dammam CTC**

  
KTHM

**F. A. AL SHARIF, Superintendent**  
Saudi Aramco Contractor Training Division

# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: **Abdallah M. Al Dossary #432880**

Has completed the: **English 4A**

Start Date: **November 26, 2006**

End Date: **December 27, 2006**

At: **Dammam CTC**

  
**F. A. AL SHARIF, Superintendent**  
Saudi Aramco Contractor Training Division

# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: Abdallah M. Al Dossary #432880

Has completed the: English 3A

Start Date: August 26, 2006

End Date: October 7, 2006

At: Dammam CTC

كشور



F. A. ALSHARNI, Superintendent  
Saudi Aramco Contractor Training Division



# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: **Abdallah M. Al-Dossary #432880**

Has completed the: **English 2B**

Start Date: **June 13, 2006**

End Date: **July 25, 2006**

At: **Dammam CTC**

**F. A. AL SHARIF, Superintendent**  
Saudi Aramco Contractor Training Division

# Saudi Aramco Contractor Training Division Certificate of Completion


This is to Certify that: Abdallah M. Al-Dossary #432880

Has completed the: English 2B

Start Date: June 13, 2006

End Date: July 25, 2006

At: Dammam CTC

  
F. A. AL SHARIF, Superintendent  
Saudi Aramco Contractor Training Division



السعودية  
Saudi Aramco

# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: **Abdallah M. Al-Dossary #432880**

Has completed the: **English 2A**

Start Date: **May 2, 2006**

End Date: **June 12, 2006**

At: **Dammam CTC**

  
K.A.M.

**F. A. AL SHARIF, Superintendent**  
Saudi Aramco Contractor Training Division



السعودية  
Saudi Aramco

# Saudi Aramco Contractor Training Division Certificate of Completion

This is to Certify that: **Abdallah M. Al-Dossary #432880**

Has completed the: **English 1B**

Start Date: **March 20, 2006**

End Date: **May 01, 2006**

At: **Dammam CTC**

  
**F. A. AL SHARIF; Superintendent**  
Saudi Aramco Contractor Training Division



الخبز  
ASBA CHAMBER

That: Abdullah Mubarak Al Dossari

ID number :1048004210

Among the successful in the :

Specialist Preparation Diploma in Accounting & Financial Management

And its duration 8 Weeks study, the date: 19-07-2020

and the rate (60) hours training

General grade: Good and percentage: 72%

Accordingly, this certificate was granted

نشهد بأن / عبد الله بن مبارك الدوسري - رقم الوثيقة /

1048004210

من ضمن المجتازين بنجاح الاختبارات النهائية لـ :

دبلوم إعداد أخصائي المحاسبة والإدارة المالية

وذلك بتاريخ: 19/07/2020 والمنعقد لمدة 8 أسابيع دراسية

وبمعدل (60) ساعة تدريبية

بنسبة: 72% و بتقدير : جيد

متمنين للجميع المزيد من التوفيق والنجاح ”

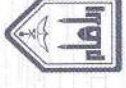
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مدير مركز التدريب و التوظيف

فهيذ خانم أبو الخيل



# شهادة اجتياز



المملكة العربية السعودية  
وزارة التعليم  
جامعة الإمام محمد بن سعود الإسلامية

كلية علوم الحاسب والمعلومات  
College of Computer and Information Sciences

تشهد كلية علوم الحاسب والمعلومات بجامعة الإمام محمد بن سعود الإسلامية بأن

## عبد الله مبارك عايض ال ضيف الله ال وسري

رقم الهوية (٠٤٨٠٠٤٣٠)

قد اجتاز دبلوم تطبيقات الحاسب العشرون بتقدير ( ممتاز ) وبمعدل ( ٩٢% )، خلال الفترة من ١٠/٢٠/١٤٤٢هـ إلى ١٠/٨/١٤٤٢هـ بما يعادل ستة أشهر دراسية ، حيث اشتمل الدبلوم على المواضيع التالية:

- مقدمة في الحاسب
- الطباعة باللمس
- برنامج قواعد البيانات "أكسس"
- التعاملات الإلكترونية
- نظام التشغيل ويندوز
- برنامج الجدول الإلكتروني "إكسل"
- الإنترنت والبريد الإلكتروني
- شبكات التواصل الاجتماعي
- برنامج معالجة النصوص "ورد"
- برنامج العروض التقديمية "بوربوينت"
- طرق البحث في الانترنت
- أمن المعلومات والجررائم الإلكترونية

وذلك بإجمالي ٣٢ ساعة معتمدة (بما يوازي ٢٦٤ ساعة عملية).

مع أطيب الأمنيات له بالتوفيق والنجاح.



د. وليد بن أحمد الروضان  
عميد الكلية



# شهادة حضور دورة تطويرية إلكترونية

يشهد مركز تفرد الرؤية للتدريب بأن المتدرب

**عبد الله مبارك عايض الدوسري**

سعودي الجنسية بموجب الهوية رقم ١٠٤٨٠٠٤٢١٠

حضر دورة / المبادئ الأساسية في الأمن السيبراني، المعتمدة برقم: ١٥٣٣١٧٥٨

بعدد (٣٥) ساعة لمدة (٥) أيام

ابتداءً من تاريخ ٥ / ٧ / ٢٠٢٠ م



(الشهادة معتمدة ولا تحتاج إلى توقيع أو ختم)

رقم الشهادة: ٢٠٠٧١٥٣٣.٥٤٦١٨١١٢٥٥٧٥٨٨

يشهد بنك التنمية الاجتماعية بأن السيد

عبدالله مبارك الـوسري

سجل مدني رقم : ١٠٤٨٠٠٠٤٢١٠

قد حضر دورة الاستثمر الذكي وتنمية المال

والتي عقدت في اون لاين بمدينة الرياض

بتاريخ ٠٨/٠٧/٢٠٢٠ لمدة ١ يوم

قطاع الادخار



# شهادة حضور دورة تدريبية إلكترونية

يشهد معهد زيادة الأعمال الوطني (زيادة)

بأن : عبد الله مبرك عايض اللوسري

قد حضر دورة "إدارة الجودة"

المنعقدة إلكترونياً في يوم 2021/04/06

والله الموفق

الرئيس التنفيذي

عبدالله اللوسري

م . صالح عبد الله الصويان

# CERTIFICATE

## CERTIFICATE OF ACHIEVEMENT

This certificate is awarded to

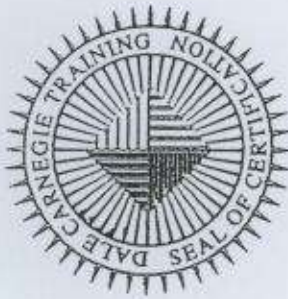
Abdulrahman M. Al Dossary

For the successful completion of  
"Surviving Through Time And Stress Management Program"  
2-Day Course held 4<sup>th</sup> quarter of 2010

Director

Mohammad El Saadany





# *Certificate of Achievement*

*This certifies that*

**ABDULLAH MUBARAKAL-DOSSARY**

*has successfully met the required standards for completion of*

## **Breakthrough to Success**

And is hereby awarded this certificate as set forth by Dale Carnegie & Association, Inc. attested by Dale Carnegie & Association on March 3, 2008



**DALE CARNEGIE®  
TRAINING**



Chairman of the Board  
Chief Executive Officer



# Certificate of Completion

is awarded to

*Abdullah M. Aldossary*

Government & KEY Collection Senior Officer

for attending the training course entitled

## Debit Collections Skills

09 – 11 October 2018

*Rosh Rayhaan by Rotana, Riyadh, Saudi Arabia*

*Dr. Gihan Gamal Mahmoud*

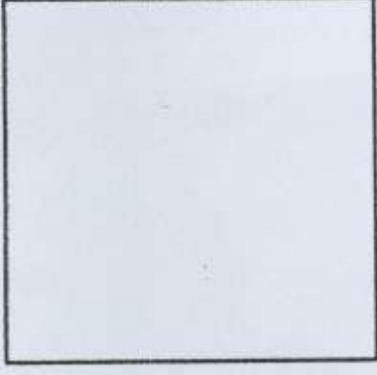
Presenter

*Mr. Turki S. Al – Sabaan*

Director of Learning & Development

*Mary Archibald*  
*Ms. Mary Archibald*

Director, Professional Development



**Abdullah Mubarak Ayed Al-Dossari**

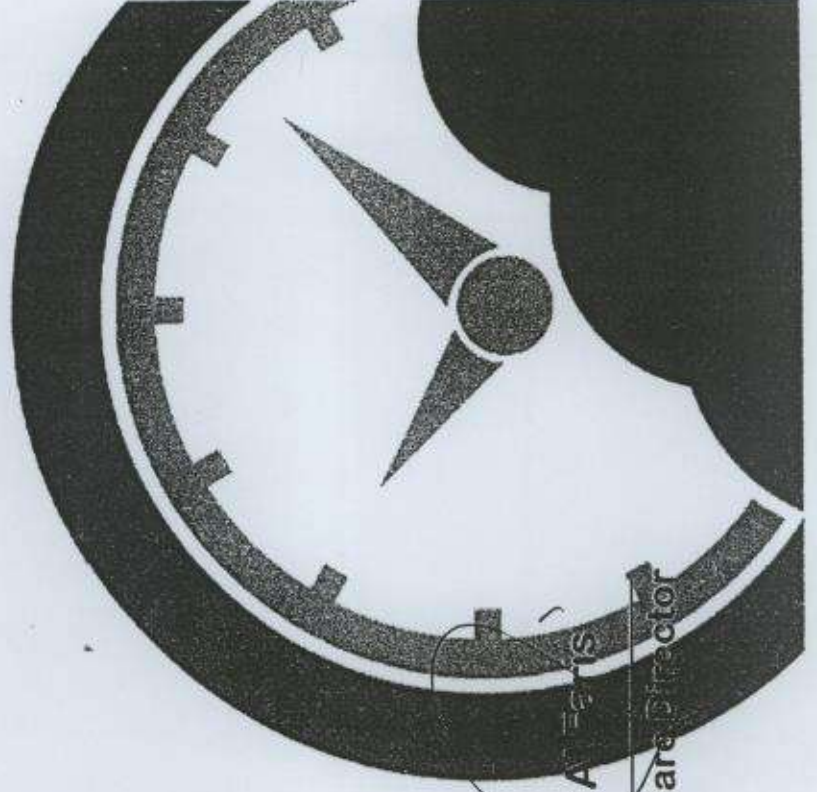
**Best Agent for Time & Attendance**

**Customer Care Department**

**Contact Center Operation**

**September, 2015**

**Fahad Al-Hadban**  
**EC Operations Manager**



**Ahmed Al-Faris**  
**Customer Care Director**



# ”Certificate”

This is to certify that

Abdullah Mubarak Ayed Al-Dossari

has successfully completed the training program

**G. O. A. L.**

Go Over Any Limits  
on 2015

Wishing you continued success and development in both your professional & personal life

CHRO

# DEI Sales

The Sales System that Works

## Certificate of Attendance

**Mr Abdullah Mubarak Al-Dossary**

Has attended " Service Transformation for Excellent Performance "  
For Mobily course held in Alkhobar from 13-14 October 2012

Yousef AlButhi



DEI Sales System International Arabia



DEI Sales International

[www.dei-sales.com](http://www.dei-sales.com)

P.O. Box 30169 - Cincinnati, OH

45220 - USA


## Certificate of Appreciation

Awarded To

**Mr. Abdullah M. Ayed Al-Dossari**

for your worth participation in “Yammer CEO Post” which was a huge achievement.

Wishing you continued success as a valued member of the Mobily Family.



**Dr. Hamad AlHashemi**

**Chief Human Resources Officer**

Presented : 16 March 2014

# Certificate of Appreciation

## Customer Care, Data Operations Support

Presented To: **Abdullah Mubarak Al-Dossari**

As an appreciation for being an valuable member in the data operations support team and contributing in its outstanding achievements in 2016.

**Ahmad Al Faris**

**Director Eastern & Central Operations**

