

# Ibrahim Abdullah Aljindan

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## **Summary:**

Energetic and dedicated to professional excellence, Knowledgeable in handling different facets of the front office, I am a friendly, bilingual customer service representative with many experiences working in the industry. Detail-oriented professional with positive attitude and excellent verbal and written communication skills.

## **Work Experience:**

- Al-Rushaid Technologies  
Public Affairs Officer Full-time, from December 2018 up to present.
- RECEPTIONIST, CARLTON HOTEL ALMOAIBED  
Summer job (Part-time), From July/2015 to August/2017.
- INTERNSHIP, NAPCO  
Training in the supply chain department, From July 2019 to August 2019.

## **Skills, Knowledge & Tools:**

- Communication.
- Presentation.
- Customer Engagement.
- Problem solving.
- Microsoft Word.
- Microsoft PowerPoint.
- Microsoft Excel.
- Multi-tasking.
- Work under pressure.
- Fast learner.
- Data entry.
- Training.
- Strategic Planning.
- Receptionist Duties.

## **Education:**

- **Graduated in January 2020**  
Diploma in Supply chain management at Imam Abdulrahman bin Faisal University  
Started foundation year in August/2017.
- **Currently studying**  
E-Commerce SEU (Saudi Electronic University).

## **Project and Volunteer work:**

- (Plan A team) volunteer (Sakkani expo event) Sakkani project February 2018.
- (Plan A team) volunteer (E-Champions tournament event associated with the Ministry of sports) November\_2018.
- (Plan A team) volunteer (Hawaii entertainments event) April 2017.

## **Languages:**

- Arabic
- English

## **Personal Information:**

**Birth date:** January 5,2000

**Gender:** Male

**Nationality:** Saudi

**Hobbies:** Football, Gym & Reading

## **Declaration:**

I assure of working to the best of my abilities and apply my knowledge efficiently & honestly where ever needed in the development of the organization & thanking you.

## **References:**

References are available upon request.