




Khlood Dhaifallah Almozaini

Business Administration

CONTACT

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 AlQassim - Saudi

PERSONAL INFO.

Date of Birth : Feb 04th, 1992

Marital Status : Single

Nationality : Saudi

EDUCATION

Diploma in Business (Small Business Management)

Hertfordshire London Colleges, Unaizah

Date : 2018 - 2019

GPA : 3.75

Associate Diploma in Business

Hertfordshire London Colleges, Unaizah

Date : 2017 - 2018

First High School, Dukhnh

GPA : 87%

Date : 2009 - 2010

OBJECTIVE

Looking to join a dynamic work environment where I can utilize my experiences and skills and acquire a practical experience, to contribute to achieve the establishment goals, my personal success and society service.

EXPERIENCES

Alumni Services, HLC College, Unaizah | One semester 2019

Duties :

- Help with students services and admin staff, help with master classes and employability workshops, and any other assistance with college and students i.e. open days, inductions, students council meetings.

Accounting, Customer Service, Design | 1 semester 2018

Library, HLC College, Unaizah

Duties :

- Substantiating financial transactions.
- Joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning.
- Participating in the curriculum development process.
- Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking.
- Design meaningful advertising materials for the library.

Manager | (One academic year) 2017 - 2018

Copy Center, HLC College, Unaizah

Duties :

- Assisting in maintaining an efficient operation by performing daily routine maintenance of equipment, requesting maintenance services when required, reporting monthly meter readings to equipment vendors, and submitting weekly reports on downtime of Copy Center.
- Contributes to the overall success of the Copy Center by performing other essential duties and responsibilities as assigned.

LANGUAGES

Arabic : Native Speaker

English : Very good (70%)

COMPUTER SKILLS

- Microsoft office programs

SKILLS

- Adaptability
- Team player
- Work under pressure
- Effective communication skills
- Creativity in problem solving
- Self-motivation and Inspire others to achieve better results
- Flexibility, responsibility, efficiency and quick learning
- Meeting goals and making strategic decisions

- Meets the customer's needs by being thoroughly knowledgeable of various copy products available in the Copy Center, discussing the customer's copy product needs, providing options to satisfy those needs, and delivering the copy product as requested.

TRAINING

Inventory control | 2019

Ministry of Education Unaizah

I trained for three weeks and learnt the following:

- Monitor and maintain current inventory levels; process purchasing orders as required; track orders and investigate problems.
- Record purchases, maintain database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports.
- Perform routine clerical duties, including data entry, answering telephones, and assisting customers.
- Process and document returns as required following established.

Public Relations | 2018

Unaizah Women Charity Association - Qatra, Unaizah

I trained for two weeks and learnt the following:

- Writing and producing presentations and press releases.
- Planning publicity strategies and campaigns.

Call Center | 2017

360 Company, Unaizah

I trained for two weeks and learnt the following:

- Manage large amounts of inbound and outbound calls in a timely manner.
- Keep records of all conversations in our call center database in a comprehensible way.
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives.

COURSES

Personal Planning | Feb 05, 2020

Iyas Educational Consultations office

Training of Trainer | Dec 29, 2019

The Club of the District (our Club in our hands)

Duration : 30 hours