

Amaar Siraj Al-Deen Khan

A fresh graduate looking for a job to improve my technical skills for the growth of the organization as well as to enhance my knowledge, qualification and prove myself.



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EDUCATION

- Associate Degree of Science in Mechanical Maintenance Technology | Yanbu industrial College | Yanbu, Saudi Arabia

Experience

- Arabian Cement | Oct. 2020 to Current | Rabigh, Saudi Arabia
 - **Mechanical Technician**
 - ✓ Carry out initial procedures for equipment maintenance and cleaning.
 - ✓ Carrying out minor repairs to the equipment.
 - ✓ Supplying and installing different devices and equipment.
 - ✓ Arranging and cleaning the workplace after performing maintenance.
 - ✓ Perform maintenance tasks such as replacing light bulbs.
 - ✓ Checking safety systems functions such as fire alarm.
 - ✓ Collaborate with workers and other professionals during the renovation.
 - ✓ Preparing and sending reports to the maintenance manager and reporting problems
- Mobily | Nov 2018 to Sep. 2020 | Yanbu, Saudi Arabia
 - **Customer service**
 - ✓ Serving company customers (Issuing mobile SIM cards, Solve customer problems and sharing the directions and instructions to clients).
 - ✓ Covering my supervisor during his leave (acting supervisor).
- Novatel hotel | May 2018 – Aug 2018 | Yanbu, Saudi Arabia
 - **Front office receptionist**
 - ✓ Welcoming and retreat hotel guests and meets their needs.
 - ✓ Solve guest problems.
 - ✓ Confirmation of guest reservations.
 - ✓ Reserving wedding halls for clients.
- JARIR bookstore | Jul 2015 – Dec 2015 | Yanbu, Saudi Arabia
 - **Sales**
 - ✓ Working in electronics section (Full acknowledge of all electronics devices such as mobile phone, printers, cameras and laptops).
 - ✓ Advising customers and answering their questions.
 - ✓ General rotation in all sections of JARIR bookstore.

PROFESSIONAL SKILLS

- Strong team working and interpersonal skills.
- Extensive knowledge of Microsoft office tools.
- Passion for learning and networking through attending workshops and conferences.
- Great time management, Problem solving.
- Work under pressure, Decision Maker, Leadership, Adaptability, Creative thinking.
- high level of negotiations skills.

LANGUAGES

- Arabica: Native
- English: intermediate .

Refrences :

- Naif Aljohani, Branch manager, MOBILY - 0540090060
- Loai lutfie , Branch Supervisor , MOBILY - 0541001008