

# Majed Aljohani

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## Career Objective

A Diploma holder looking for a career-oriented job to excel my skills and Utilize my knowledge.

## SKILLS

- Received recognition certificate for brightness ideas for project from ABDAH.
- MS-Word, Excel, PowerPoint
- Customer Service
- English
- Electrical skills( Wiring, technical and repairing skills)

## REFERENCES

Available upon request

## EXPERIENCE

### ❖ Baby Shop Manager, Center Point Store

Yanbu, Almadinah — August 2019 – Present

#### Duties:

- Monitor retail operating costs, budgets and resources
- Suggest sales training programs and techniques
- Communicate with clients and evaluate their needs
- Analyze consumer behavior and adjust product positioning
- Handle complaints from customers
- Create reports, analyze and interpret retail data, like revenues, expenses and competition
- Conduct regular audits to ensure the store is function able and presentable

### ❖ Manager Assistant, Center Point Store

Yanbu, Almadinah — August 2018 – August 2019

#### Duties:

- Assist the Retail Store Manager in planning and implementing strategies to attract customers
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory

### ❖ Electrical Assistant, Metag Company

Yanbu, Almadinah, Jan 2016- May 2016

#### Duties:

- Transport tools, materials and electrical equipment for electrician
- Test for short circuits in wiring using multi-meter tests
- Fix or replace breakers in circuit panel
- Repair electrical equipment in apartments such as fuses, light sockets, bulbs, outlet and switches using hand tool

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## EDUCATION

- Diploma  
Yanbu Technical Institute - Electrical Maintenance  
GPA: 2.77 out of 4.

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## Courses & workshops

- Tamouh Program - King Abdullah Economic City.
- Saudi Store Manager Development Program.
- SMPD Step-Up pre-workshop Activities Specialization.

