

WAJDI A. BANJAR



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EDUCATION

- 2014 → 2017
University of Wilburton, (On-line)
Management and administrative
- 1998 → 2001
Technical Electronics Collage
Electronics Engineering

WORK EXPERIENCE

- 2019 → present
Abu Sarhad Transportations Co.
Operations Manager
 - Provide inspired leadership for the organization.
 - Make important policy, planning, and strategy decisions Develop, implement and review operational policies and procedures.
 - Assist HR with recruiting when necessary.
 - Help promote a company culture that encourages top performance and high morale.
 - Oversee budgeting, reporting, planning, and auditing.
 - Work with senior stakeholders.
 - Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
 - Work with the board of directors to determine values and mission, and plan for short and long-term goals.
 - Identify and address problems and opportunities for the company.
 - Build alliances and partnerships with other organizations.
 - Support worker communication with the management team.
 - planning and control of all company business.
 - arrange with outsource companies and related
- 07-2016 → 11-2016
NEXUS Flight Operations Services
Coordinators (Flights - Vendor)
 - Make A contract with all Best Aviation Companies.
 - Make A contract with all Best 5 stars hotels.
 - Make A contract with all Best Catering companies.
 - Make A contract with Best Transportation companies
 - Make A contract with Best Fuel companies.
 - Contact and follow up with operation and finance to resolve all issue with our partner in the world.
 - coordinates Aeromedical Evacuation in Saudi Arabia over seas as (fueling - Transported- accommodation - OVF Permits and LDG/Slot Permits)
 - follow up all services, it must be confirmed.
 - communicate with handler for preparations all services.
- 01-2015 → 03-2016
National Water Company (NWC)
QC Supervisor
 - Follow up with contractor for Penalties and cut off the service (update or payment).
 - Send Daily report to Managers and C.E.O's at whole area in Makaah.
 - Check Daily Penalties all type (Reject and accept) it.
 - Send report (Accept one) to contractor for cut off the service immediately.
 - Reporting of all EV's (Environment Violations) and check with Collection and activation Dept.
 - improve SYS. with coordinate IT Dept.
 - follow up with contractor about employees activity

07-2014 → 10-2014

SecuTronic Co.

Operations Incharge + coordinator

At Rabigh (With PetroRabigh)

- Prepare for Documents of our staff between Company and PetroRabigh for ID's and Car Issue.
- Follow with Invoices and submit it monthly.
- Prepare require paper to renew GOV. Documents and PetroRabigh Documents.
- Follow with our staff on duty.

At Thuwal (with KAUST)

- Receiving issue and open ticket for maint.
- Follow up with client and Eng.
- collect daily report for PM and CM.
- collect weekly for absent and on duty.
- collect monthly reports (Maintenance, Car Company paper, CM, PM, KPI and Tech. Performance)

Develop the team

01-2011 → 03-2014

Al Hamrani Universal Co.

ATM Eng

- Fix ATM HW and SW.
- Fix part.
- Programmable the ATM as the bank require
- Fix communication issue

01-2008 → 01-2009

Al Bait Medical Center (BMC)

Medical Dispatcher

- follow up all in/out Patients
- Contact with Patients reference
- Contact with medical insurance companies

05-2005 → 07-2007

Mobily Co.

Executive Agent

- activate and deactivate sim card
- set of limits charge
- handle all client issue
- happy call for a new client
- control of high usage and fraud client

02-2001 → 04-2005

Zagzoog for home Appliances

Maintenance Officer and Shimping office

- I worked as a supervisor in the maintenance technicians
- to receive daily reports and weekly and monthly
- Statistics in the distribution of work areas and home appliances type

- Customs processing discharges
- Connect with shipping companies
- Connect with delegates Glades
- Follow-up with the warehouse until the arrival of the shipment

2014 → 2018

The General Syndicate of Cars (Naqaba)

Assistant Manager (Part-Time)

Part-time working as supervisor in relationship and media Dept. with head section of Dept.
 For Hajj Season Since 1435 to 1440H for three month.
 Ponente Official in Janadreyah Festival in Ministry of Hajj and Umrah Segment.
 Dealing with outsource companies for make special offer to our employee.
 Customer Service in-charge.

PERSONAL SKILLS

- ✓ Excellent conceptual and analytical skills
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Analysis and Decision-Making skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Able to work on my initiative or as part of a team

SOFTWARESKILLS

Microsoft Word	■ ■ ■ ■ □ □
Microsoft excel	■ ■ ■ ■ □ □
MS	■ ■ ■ ■ □ □
Microsoft Power Point	■ ■ □ □ □ □

LANGUAGES

Arabic	■ ■ ■ ■ ■ ■ ■ ■
English	■ ■ ■ ■ ■ ■ ■ □
Melayu	■ ■ ■ □ □ □ □ □

HOBBIES



Bowling



Reading



Swimming



Football



Travelling

TRAINING COURSES

- Interduce Project Management Professional
- ICND of Cisco
- ILETS
- Achievement of Strategy
- NLP
- EM (Intelligent Emotion)
- ToastMaster