
WALEED ALDAKHIL

Al-shifa, Riyadh, Al-shifa 966 ◆ 0538723675 ◆ olydhhh@gmail.com

PROFESSIONAL SUMMARY

Project coordinator skilled in Managing, direct, support, and control all aspects of data science projects both internally and externally and ensure proper delivery within the identified timeframe, quality standards, cost, and scope of work.

WORK HISTORY

Project Coordinator, 05/2022 – Current

شركة المنارة للوحدات الكهربائية – al Riyadh, Saudi Arabia

- Maintained project schedules by managing deadlines and adjusting workflows to suit.
- Managed timely project delivery, demonstrating sophisticated schedule management and reporting skills.
- Coordinated access arrangements and project instructions with multiple teams.
- Projected procurement requirements to order exact stock for project needs.
- Checked availability met product demand to achieve acquisition and delivery targets.
- Receipt of the purchase order from the customer duly stamped and signed, a copy of the commercial register and the added value.
- Making The purchase order exactly in accordance with the official pricing.
- Ensuring the receipt of the advance payment of any purchase order and not starting manufacturing without it
- Coordinating with the Purchasing department to ensure the availability of materials in a timely manner so we avoid delaying the delivery.
- Coordinating with the production manager, design manager and sales engineers until the time of supply.

Customer Service Representative, 02/2022 – 06/2022

Al Rajhi Bank – al Riyadh

- Managed high-volume customer queries simultaneously through effective multitasking.
- Provided support to customers, meeting demands of fast-paced call centre environments.
- managed over 400 calls per day.

Executive Secretary, 07/2021 – 02/2022

النيابة العامة – al Riyadh, Saudi Arabia

- Provided high-quality support to Council manager, handling administrative matters including screening calls, managing schedules, Meetings and secret conference, consistently maintaining highest standards of office efficiencies.
- Managed clerical needs of employees, including administrative support, file management and stationery supplies.

Administrator Office Secretary, 03/2021 – 05/2021

College

- Handled day-to-day office activities and operations including working on the Computer using excel, word and Assisting the office manager in organizing his work schedule and organizing his work.

Cashier, 07/2019 – 02/2020

برقرايزر

SKILLS

- Attention to details
- Problem solving
- Strong planning
- High communication skills
- Ms office
- Oriented in time
- Customer Service Expert
- Good planing
- Excellent english
- team leader
- Operational support
- Project scheduling

EDUCATION

Diploma: Office Management, 05/2021

Technical College - RIYADH

GPA: 4.11 of 5