

Abdullah Alfawzan



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🌐 Saudi

👤 Single

PERSONAL SKILLS

Leadership

Communication

Self-motivation

Decision Making

Adaptability

LANGUAGES

English



Arabic



MOST PROUD OF



Physical Organization

Creative Thinking, Effectiveness, Productivity



Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning



Team Work

Collaboration, Delegation, Goal Setting, Group Leadership

AREAS OF EXPERTISE

SUMMARY

a graduate of English Language and Literature at IMAMU with expertise in company growth, management, leadership, and development capabilities, as well as strong communication and negotiating skills. In general, well-equipped to succeed in business and contribute a special viewpoint to every team with which they operate.

WORK EXPERIENCE

Oct 2022
Present -

Scale-Up Recruitment Team Leader

MONSHA'AT-SAUDI AZM

📍 Riyadh

- Monshaat representative for its Program (Tomoh) in all events and exhibitions.
- Worked and presented the department methodology to executive level.
- Recruitment of high potential Scale-Ups (Establishments).
- Leading the recruitment and registration team for the SME.
- Lead one of Biban 23 important streams "Opportunities".

2022
2022

PROJECT COORDINATOR

AL-FANAR

📍 Riyadh

- Provide support for project manager/s.
- Recommended types of projects, wrote proposals, and chose vendors.
- Purchasing negotiations with suppliers & Vendors.
- Directed operational logistics for manpower, equipment, scheduling, and maintenance to ensure all deadlines were met and projects completed.
- Responsible for SAP program and data entry.
- Communicating and arranging multiple plans with other parties of interest.

2020
2022

SUPERVISOR AND DEVELOPMENT SPECIALIST

USTA ASIM

📍 Riyadh

- Quality control.
- Employment and product supervision.
- Customer satisfaction Taking care of customers and meeting their needs.
- Developing new strategies to increase the company's performance and profit.
- Researching for new equipment to further enhance the productivity.

2019
2020

BUSINESS DEVELOPMENT SPECIALIST

AL-HALAL AL-MUBARAK

📍 Riyadh

- Prepare, develop, and execute strategic business plans.

communication and negotiation skills.

development

management.

Leadership

2013
2019

- Effectively manage large scale, complex contract negotiations and close new business deals.
- Develop new business opportunities.
- Collaborate with professional services and other support teams to ensure successful implementation.

Assistant General Manager

Message of Islam Trading Company

📍 Riyadh

- Support the general manager in managing and coordinating the day-to-day business operations of the organization.
- Responsible for performing administrative duties, overseeing staff, managing budgets and ensuring customer satisfaction.
- Assist the general manager in planning, directing, and coordinating various business activities.

EDUCATION



ENGLISH LANGUAGE AND LITERATURE

AL-IMAM MUHAMMAD IBN SAUD ISLAMIC UNIVERSITY

📍 Riyadh

AL-IMAM MUHAMMAD IBN SAUD ISLAMIC UNIVERSITY Riyadh, Saudi Arabia
ENGLISH LANGUAGE AND LITERATURE STUDENT GRADUATION DATE, APR 2021
GPA: 3.47/5