

Fahad Aldosari

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Objective

As a highly organized and detail-oriented job coordinator, I thrive in fast-paced environments and excel at managing multiple projects simultaneously. With a strong background in project management and team leadership, I am confident in my ability to plan and execute complex projects from start to finish.

Professional Experience

Operations Coordinator, *Ahmad and Abdullah Alghamdi company* 07/2018 – 02/2023

- Scheduling orders
 - Coordinating work among workers
 - Answering inquiries
 - Attending meetings and writing progress reports
 - Supervising and monitoring projects and budgets
- Riyadh, Saudi Arabia

Operations assistant, *Alsadhan company* 01/2021 – 07/2021

Working among a team to organize and manage the inventory and assisting costumers

Riyadh, Saudi Arabia

Demographic Analyst, *Ministry of Municipal and Rural Affairs* 01/2018 – 05/2018

Implementing the graduation project with the collaboration of the ministry

Riyadh, Saudi Arabia

Education

Bachelor's in Geography, *King Saud University* Riyadh, Saudi Arabia

GPA: 3.08/5

Extracurricular Activities

Volunteer Riyadh, Saudi Arabia

- Distributing food and water bottles in Ramdhan

Skills

Efficient in Excel

Efficient in Microsoft Word

Proficient in PowerPoint

Negotiation and persuasion

Communication and time management

References

references available upon request