

Mohammed Abdulaziz Alibrahim
Email: m.alibrahim.ksa@gmail.com
Mobile: 966595521229
Saudi Arabia - Riyadh

Objective

Passionate and driven professional seeking to leverage acquired knowledge and skills to drive innovation and contribute to the success of the company. Eager to immerse myself in diverse activities aimed at personal growth and organizational advancement. With a background in entrepreneurship and a keen interest in consultancy, I aspire to continuously expand my expertise and share it collaboratively with the company. Committed to fostering a culture of creativity and excellence while continuously striving for professional development and meaningful contributions to the firm's objectives.

Education

Bachelor of Islamic Law
Al-Imam Muhammad Ibn Saud Islamic University
June, 2020

Professional Experience

Role: Business Sector Manager

Apr 2023 – Now

Employer: Experts Observatory Company

Day-to-day operation of a business and ensures that all business activities are followed and that policies, procedures, and rules are followed. Handle any issues that arise from business operations and help those who are having problems with the business.

Principal Responsibility

- Coordinating with clients, consultants, contractors, operators, and other stakeholders
- Studying government tenders and preparing technical and financial proposals, as well as monitoring them on the Etimad platform.
- Develop, oversee, and manage the overall operations of the facility.
- Provide guidance in the interpretation of specifications, procedures, methods, schedules, durations, and productivity improvement measures.
- Maintain accurate records and reports.
- Preparing status reports for use in communication with stakeholders.
- Following up, clarifying, and solving all the contractual matters
- Oversee and support administrative functions.
- Manage, assign, and evaluate staff.

Role: General Supervisor

June 2021 – Mar 2023

Employer: Arabian Rock Company

Contributing during the planning stages. Providing financial support, starting from quotations provided until closing the contract.

Principal Responsibility

- Receive complaints and resolve problems.
- Supervising and managing wholesale sales.
- Maintain timekeeping and personnel records.
- Pass on information from upper management to employees and vice versa.

Role: Purchasing manager

Mar 2020 – Nov 2021

Employer: Al Tuwaijiri Company

Principal Responsibility

- Managing the purchase of products.
- Daily supply chain from the wholesale market.
- Negotiating with suppliers and following up with market updates.
- Customer service after sales.

Role: Trainee

Apr 2019 – Oct 2019

Employer: Bin Saleh Law and Legal Consultancy Office

Training in the legal profession, following up on court cases and the Najiz system, and communicating with clients.

CERTIFICATES & COURSES

- Executive Assistant series – Communicate Effectively
- Intermediate Intensive English Course - General Management Institute
- Consulting Work: Business Analysis BCG Certificate
- Microsoft Word Course
- Conversational English Skills Course
- Future Retail Academy
 - o Introduction to Marketing for E-Commerce
 - o E-commerce compass
 - o Business identity
 - o E-commerce and retail basics

Skills

- Intermediate English speaker and written and have good communication skills.
- Meet Deadlines and can handle work under the pressure.
- demonstrated interpersonal skills: hardworking, Adaptable and team player.
- Computer skills: Microsoft Office, Canva, chat-gpt, Bing Ai, GitHub.