Mustafa

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**Objective**

**Seeking a challenging position in a fast-growing organization where my enthusiasm, experience and skills could be exploited to achieve personal as well as organizational goals and objectives with a good knowledge in Sales executive, office services Management “Archiving Administrator “, Logistic Services “Transportation” and events management.**

**Key Skills**

* **Self-motivated**
* **Confident**
* **Fast learner**
* **Time Management**
* **Excellent communication skills, Team work**
* **Negotiation skills**
* **Ability to work individually and collectively.**

**Experience**



**Middle Management / Office Support Services – Support Logistic Services**

***Saudi Oger. Ltd, Riyadh, Saudi Arabia***

**www.saudioger.com**

*(Dec 2011 – Present)*



* Administrator Archivist
* Store operation in-charge
1. Office Services Stores (Offices Supplying – Furniture)
2. Archive Storage (Files – Documents control - Employees Files)
	* Hardcopy Filing
	* Softcopy Filing



1. Manage and monitor work process, with supervision responsibilities (team of 15 members).
2. Arrange and coordinating work procedures, to secure work flow.
3. Coordinating with HR management to process employee’s files
4. Monitor and review Archive data entry operator function.
5. Received and arrive the entire company package kingdom wide as the main hub.
6. Monitor loading/unloading process – and arrange the spaces needed in advanced in Saudi Oger stores .
7. Reporting to the Director of Support Services Department. o Prepare reports and analysis system for management.

o Diriyah Saudo Oger Hub, for all project materials from and to allKingdom Cities.

**Kunzite Jewellery**

**Factory Support Services/ Logistics**

*(Oct 2015 – Jan 2017)*



* Factory Materials and raw materials transportation.
* Shipping operation and parcels delivery.
* AWB arrangements and modification.
* Managing cargo company records and shipment status.
* Support Branches logistic services.
* Archive and save moulds in moulds library in the factory.
* Arranging the required documents for international shipping.
* Respond for Saudi Customs requirements.
* Arranging purchasing operation, and procedures.



*(Free Lancer)*



Ramtan - *Riyadh, Saudi Arabia* www.ramtan-expo.com

Al Raee - *Riyadh, Saudi Arabia* www.alraee.tv

* Manage and monitoring visitors registration process.
* Market and promote exhibitions as an assistant.
* Follow up all related tasks as an organizer
* Organizer committee in charge.

**Education**

**College/School**



***2015/2016***

***Diploma in Business Administration* Institute of Commercial Management**

**School Name**



***June 2011*** ***High School Certificate***

**Noor Al Maaref International School**, Riyadh–Saudi Arabia

**Courses**



* **Writing Reports and Proposals (course period Year)**
* **Skills for the administrative Assistant**
* **Time Management – Get organized for peak performance**
* **Coaching – A leadership skill**

**Languages**



* **Arabic** *Native*
* **English** *Fluent*

**Technical Skills**

* **Computer (Ms Office Suite) & Internet**
* **Ability to handle software**
* **Windows Vista / XP/Windows 7-8**

**Hobbies & Interests**

* **Computer and internet**
* **Researches**
* **Playing Football**
* **Swimming**
* **Cycling**

**References**

**References are available upon request.**