

Abdulaziz Almuhaymidi

KSA - 0565795548

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❖ Objectives:

My aim is to obtain a position with the organization that can effectively utilize my skills and educational background in Logistics. I'm always interested in hearing from former colleagues, managers, or just interesting creative folk, so feel free to contact me if you like to connect. Also, I do my best for any sort of work as long as I am working it to gain experience and learn. Also, I'm open to the possibility of relocation. My dream is to join an active team where I could make use of my existing skills and further develop my career.

❖ Qualifications:

King Abdulaziz University | Jeddah, KSA
B.A Administrative Sciences – 2018.

❖ Experience:

- **JAFTO Aviation Fuel Terminal Organization:**
Admin Assistant - July 2022 –July 2024.
 - **Safari Company | Jeddah, KSA:**
Secretary to the Director General - March 2018 –MAY 2022.
 - **Fouad Bafaqih for nutrition, entertainment, and tourism Jeddah, KSA:**
Accountant, November, 2016 – March 2017.
 - **Panda retail company | Jeddah, Saudi Arabia:**
Accountant, 2014 September –January 2015.
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❖ Volunteer Experience:

- **Tasheel Company for Hajj | Jeddah, KSA:**
Data entry clerk.

❖ Courses and Certificates:

- Supply Chain Management (1) hours, HADAF-2024.
 - Admin assistant and teamwork building (10) hours, YOC-2022
 - Future career path essentials (6) hours, MISK-2021.
 - Safety and security in the tourism industry course/ (3) hours, MOT-2021.
 - Industrial tourism/ (3) hours, MOT- 2021.
 - Front Desk employee development in tourism industry/ (4) hours/ MOT-2021.
 - Sigma 6 yellow belt/ (4) hours, KAU-2020.
 - Operations management/ (4) hours, KAU 2020.
 - Aviation security supervisor/(8) days, GACA, 2019.
 - National inspector, GACA, 2019.
 - Aviation security basics/ (7) days, GACA, 2018.
 - Skill development for HR specialists/(1) month, Jeddah international institute, 2018.
 - PMP/(3) hours, KAU 2017.
 - Entrepreneur/ (3) hours. KAU,2017.
 - Developing thinking skills/(5) hours, professional ambassadors institute,2016.
 - Investing in time/ (4) hours, talent and creativity center,2016.
 - International advanced certificate for IT skills/(6) months, Cambridge institute, 2014.
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❖ Skills:

- Report analysis.
- Administrative communication circulars for computer.
- ORACLE & JISR “Employee’s services”.
- EYVO’S “Purchasing Software System”.