

Mohammed Alsulami

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Profile

Ambitious and skilled professional seeking to excel in a dynamic work environment. Dedicated to enhancing personal and organizational growth, committed to achieving the highest standards, and leaving a positive impact through continuous improvement and effective collaboration.

Areas of Expertise

Financial Management - Customer Service - Adobe Photoshop - Microsoft Office Suite (PowerPoint, Excel, Word) - Sony Vegas - Adobe After Effects - Project Management - Task Management - Problem-Solving - Independent Work - Team Collaboration - Communication Skills - Negotiation Skills - Analytical Skills - Decision-Making Skills - Time Management - Attention to Detail - Adaptability - Customer Relations

Professional Experience

Ground Host (Seasonal Work) (*Al-Wukalla Company - King Abdulaziz Airport*) 06-2023 - 07-2023, 05-2024 - 07-2024

- Welcomed and guided Hajj pilgrims.
- Provided support and information to ensure a smooth and respectful experience for Hajj pilgrims.
- Facilitated transportation and accommodation arrangements for arriving and departing pilgrims.
- Enhanced the overall customer experience by addressing the unique needs and concerns of Hajj pilgrims.

Cashier, (*Abdullah Al-Ghamdi Food Supplies Company*)

01-2021 - 10-2022

- Managed daily financial transactions with precision.
- Interacted directly with customers and resolved financial issues.

Education

Bachelor's in English Language (*University of Jeddah*)

Jeddah, Saudi Arabia 2014 - 2021

Relevant Courses: phonetics, syntax, semantics, sociolinguistics, language acquisition, discourse analysis, language diversity & language change.

Skills

- **Data analysis and report generation:** Microsoft Office Excel
- **Writing and formatting documents professionally:** Microsoft Office Word
- **Logistical Coordination:** Organizing and coordinating logistics for various events or operations.
- **Procedural Knowledge:** Familiarity with specific procedures and regulations relevant to different contexts.
- **Communication and Negotiation Skills:** Effectively communicating with teams and customers and resolving conflicts innovatively.

Languages

- **Arabic** [Native]
- **English** [advanced]