Talal Tarek Alanizy

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Brief

Dynamic and results-oriented, overseeing operations and transportation, along with my experience in sales and store management. I have worked as an administrative support specialist and project specialist. I hold a bachelor's degree in financial management, with academic knowledge in the stock market and financial data analysis. I am interested in graphic design, with more than 7 years of practice, and I am also interested in business development and artificial intelligence. Currently, I am preparing to learn data science and artificial intelligence to expand my knowledge and develop my skills in this fast-growing field. Equipped with strong leadership, negotiation, problem-solving and crisis management skills.
I always strive to foster a productive and positive work environment that aligns with the organization's goals and contributes to improving overall performance. Committed to creating a work environment that effectively supports business goals.

Education

Bachelor of Business Administration, Finance - GPA: 4.16 / 5
King Saud University (Sep 2009 - Jan 2015)

Experience

Oct 2022 – Oct 2024
Project Specialist at Talal International Company

- **Project Management**: Plan, execute, and continuously monitor projects from start to finish.
- **Team Coordination**: Collaborate with different teams to ensure the project is executed within the set timeline and budget.
- **Reporting**: Track project progress and prepare regular reports for management and stakeholders.
- **Problem-Solving**: Identify potential obstacles and issues, and work on finding effective solutions to ensure smooth project execution.
- **Budget Management**: Monitor the project budget and ensure expenses do not exceed planned limits.
- **Quality Assurance**: Oversee work quality and ensure that required standards are met.
- **Client Communication**: Ensure that client needs and requirements are met throughout the project duration.

Achievements:

- **Projects completion for Derayah Financial Company, National Unified Procurement Company "NUPCO", affiliated with the Public Investment Fund, and Saudi Aramco Company.**

Sep 2020 – Oct 2022
Administrative Support Specialist at Excellent Protection Company

- **Document Management:** Organize both paper and electronic files, Safeguard and properly archive important documents and records, Prepare and coordinate administrative correspondence and reports.
- **Office Support:** Answer phone calls and forward them as needed, Handle emails and physical correspondence, Schedule meetings and appointments, and arrange travel plans when necessary.
- **Department Coordination:** Provide logistical and coordination support between different departments, follow up on various projects and ensure smooth communication between teams.

- **Schedule Management:** Assist management in preparing work schedules and organizing meeting times, Update schedules and ensure tasks are being completed according to plan.
- **Report Preparation Support:** Collect necessary data and organize it into administrative reports, assist in preparing presentations and regular reports for senior management.
- **Event and Occasion Support:** Organize and coordinate internal and external events, such as meetings and special occasions, provide logistical support and arrange activities related to events.
- **Other Responsibilities:** Perform additional tasks requested by senior management, such as basic financial analysis or office supply procurement, solve daily administrative problems and ensure the smooth running of office operations.

Nov 2018 – Sep 2020
Supervisor store at Beside Group Company

- **Daily Store Operations Management:** Monitor daily store operations and ensure product and service availability for customers.
- **Team Management:** Supervise employees, assign tasks, and ensure adequate training is provided to them.
- **Customer Service:** Ensure customer satisfaction with products and services provided, and handle complaints or inquiries.
- **Inventory Management:** Monitor stock levels, ensure required products are available, and coordinate with suppliers.
- **Achieving Sales Targets:** Strive to meet or exceed store sales targets.
- **Reporting:** Provide regular reports on financial performance, sales, and any challenges the store faces.
- **Store Organization:** Ensure the store is well-organized and clean, contributing to an enhanced customer experience.
- **Cash Management:** Oversee daily financial operations and ensure the accuracy of financial reports.

Sep 2017 – Oct 2018
Sales Specialist at KOJ Group Company

- **Customer Needs Analysis**: Understand customer needs and provide suitable solutions based on their requirements.
- **Sales Strategy Development**: Develop strategies to enhance sales and achieve set targets.
- **Negotiation and Closing Deals**: Negotiate with customers on pricing and offers, and successfully close sales transactions.
- **Customer Relationship Management**: Maintain long-term relationships with clients and provide post-sale support.
- **Market Analysis**: Monitor market trends and competitors to adapt to changes and increase sales.
- **Achieving Targets**: Strive to meet or exceed monthly and annual sales goals.
- **Reporting**: Prepare regular reports on sales performance for management.

Apr 2015 – Aug 2017
Operations and Transportation Supervisor at SEPCO SAUDI Company (+650 employee)

- **Daily Operations Management:** Supervise daily operations and ensure that operational plans are executed efficiently.
- **Transportation Scheduling:** Organize transportation schedules and ensure smooth operational flow.
- **Team Management:** Supervise and guide the work team, monitor their performance to ensure operational goals are achieved.
- **Problem-Solving:** Address any urgent issues that may affect workflow and find appropriate solutions.
- **Reporting:** Provide regular reports to management on operational performance and outcomes.

	- **Compliance with Laws and Regulations:** Ensure compliance with transportation and operational laws and regulations. - **Safety Assurance:** Ensure safety procedures are followed during transportation operations to reduce accidents and risks. **Achievements:** - **Working directly: Ministry of Health and the private health sector, Ministry of Interior, Ministry of Foreign Affairs, Ministry of National Guard, Ministry of Defense, Ministry of Environment, Water and Agriculture, King Abdulaziz City for Science and Technology.** - **Working on the company's employee training program in operations and transportation management, where the number reached 286 male and female employees.**
Training courses	**Multiple intelligences, Effective communication skills, Deal intelligently with different cultures, Effective negotiation skills, Risk management, Time management, Change management and strategic leadership, Problem solving and decision making, Structuring and communication.**
Skills	- Policies and Procedures. - Emotional Intelligence. - Teamwork and Collaboration. - Ability to plan and organize work schedules. - Quick learning. - Time management. - Stock market and Data Analysis. - Flexibility & adaptably. - MS Office. - Adobe Creative Cloud.
LANGUAGE	- **Arabic:** (Native language) - **English:** Intermediate