

# TALAL TAREK ALANIZY

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(+966)590999517

Riyadh, Saudi Arabia.

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## SUMMARY

Capable, Intelligent and very presentable communications with ability to understand a client's objectives. Seeking to secure a challenging position with growth opportunities where my skills are effectively utilized to their fullest potential.

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## EDUCATION

- **King Saud University**

BACHELOR' S DEGREE IN FINANCE - GPA: 4.16/5

Sep 2009 - Jan 2015

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## WORK EXPERIENCE

- **TRANSPORTATION & OPERATIONS SUPERVISOR**

SEPCO ENVIRONMENT COMPANY

2015 - 2017

Follow up on employees' attendance and departure, develop a work plan, prepare weekly and monthly reports.

Follow up on clients and communicate with them, follow up on the Ministry of Health and its hospitals and health centers throughout the Riyadh region and its affiliated centers to know the needs and shortcomings.

Follow up on the Ministry of Environment, Water and Agriculture and its affiliated centers in the Riyadh region.

I was assigned to conclude a tender contract with King Abdulaziz City for Science and Technology, and I completed the agreement. I trained the company's employees in the Operations and Transportation Department, who numbered 286 male and female employees.

- **SALES SPECIALIST**

KOJ COMPANY ( MIHYAR BRAND )

2017 - 2018

BE SIDE COMPANY ( FRED PERRY BRAND )

2018 - 2020

- **ADMINISTRATIVE COORDINATOR**

EXCELLENT PROTECTION COMPANY

2020 - 2022

- **PROJECT'S OFFICER**

TALAL INTERNATIONAL COMPANY ( MAJESTIC OFFICE )

2022 - 2024

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## 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.

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## PERSONAL SKILLS

Teamwork skills, Quick learning

Ability to plan and organize work schedules

Work within a multicultural environment

## SOFTWARE SKILLS

- Hands on with Microsoft office
- Proficient with Internet and social media
- Stock market and Data Analysis

## LANGUAGE

- Arabic ( Native language )

- English ( advanced )