

# AWADH MOHAMMED AWADH BAWAZIR

@ iccosanb@gmail.com

+966 57 057 4496

Saudi Arabia / JEDDAH



## Objective

- To work in an environment which encourages me to succeed & grow professionally where I can utilize my Skills & knowledge appropriately .



## Experience

### Al Najd for Petroleum and Gas Services

10/01/2022 - 29/02/2024

Site Manager/ Accountant

- Managing and receiving locomotives loaded with gas
- Supervising the movement of peptides from the conveyor line, distribution and unloading
- Managing and organizing the time factor for unloading and exiting tugs and pallets
- Submitting requests for weekly unloading and movement of peptides to the gas company
- Follow up on the stations authorized to supply gas from the company
- Supervising the movement of the company's delegates, drivers, and workers and disbursing their expenses
- Recording the daily movement of the company and sending it to the company group

### Abyssinia Bank / Ethiopia

2021 -

Customer Service / Internship

Answer customer questions about basic banking services, such as account balances and interest rates and fees. I also protect their accounts by reviewing suspicious activity, reversing transactions and reissuing compromised debit and credit cards.

### Dr. Ez Aldeen Dental Clinic / Sana'a , Yemen

2017 -

Secretary/ Receptionist

Managed an active callander of appointments, filed expens reports.



## Education

### Rift Valley University

2021

Bachelor Degree in Business Management

### Bin Majed Secondary School

2016/2015

High School / 12th grade

### Cambridge International Schoo

2014 / 2013

High School / First & Second Year 10th , 11th Grade



## Alamri High School

2013/2012

Elementary School / 9th Grade



## Skills



Good communication skills



Manage time effectively



Use of Microsoft programs ( Excel, Word, PowerPoint)



Ability to Drive Heavy Transport Vehicles



## Achievements & Awards



■ Duolingo English Proficiency Test • Online International Test • Score 100%



■ Member of the Scouting Federation • Al Tahrir Directorate & Alamri School



## Languages



■ Arabic ( Mother language )



■ English



■ Amharic



## Hobbies



Travel

Listening to Audio Books

Soccer



## Training Courses



**Modern Business Administration Diploma offered by Sana'a University and contains the following programmes :**

Modern Business Management Administrative Messages



Modern Public Relations



Human Resources Management



Sales and Customer Service Management



Entrepreneurship



Feasibility Study



Secretarial and office Management



Professional Marketing



Project Preparation



**Computer Basics Training Courses at Nata Training Center / Ethiopia**



## Driving License



■ Grade Auto ■ License No. 719787