



Fakhri Al-Saeed

Operations Officer

Work Experience

Operations Officer Innovative Code Trending Co

Elite Valet Parking Department:

Operation Manager Assistant:

- Site Supervisor.
- Technical Support.
- App Tester & Trainer.
- Data Entry & Editor.

Operation Officer:

- Site Manager Riyadh Season Zone 7, ALMorraba)).
- Site Manager Diriyah Season)

Bookdr Department Emdadat Investment company

Bookdr Department

Sales & Data Support BookDr-EPharmacy)

- Working as EPharmacy supervisor assistant.
- Response about the products information.
- Training the pharmacist to our system.
- Make sure that all orders delivered to the clients

Costumer Account Executive Emdadat Market Place Department

Bookdr Department

Sales & Data Support BookDr-EPharmacy)

- Working as EPharmacy supervisor assistant.
- Response about the products information.
- Training the pharmacist to our system.
- Make sure that all orders delivered to the clients

Education

- BA in Computer Science from Qassim University
- Certificate in CCNA R&S
- Certificate in Costumer Service
- CCNP(Just Routing)

Professional Skills

- Writing & Speaking English
- Configured Router & Switch.
- Database Management System (MDM).
- Analyzer & DataCoordinator.
- Microsoft Oce (Word, Excel & Power point).

Language Skills

Arabic Native Writtin ●●●●● Spoken ●●●●● Listening ●●●●●

English Proficient Writtin ●●●●● Spoken ●●●●● Listening ●●●●●

Personal Statement

Innovation has always been something that I strive to achieve. We live in a world where it feels like we have the answer to everything and the majority may be content with that; however, I am not the majority. For as long as I can remember I've wanted to pursue 'the next step' or be held responsible for 'the next big thing', and I feel that the passion I hold for computers equips me with the tools I need to achieve that goal

Personal Skills

Team Work



Analytical Skills



Communication



Networking



Awards

Bookdr. Customer Service Training Certificate

Bookdr. Startup Transformation Series

Contact

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