

# ABDULAZIZ ALSUMARI

## CONTACT

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Riyadh

## SKILLS

### Technical skills

- UI path (RPA application)
- Microsoft (Excel, Word, PowerPoint)
- ERP applications

### Soft Skills

- Teamwork
- Self-learning
- Communication
- Problem Solving
- Time management

## LANGUAGES

- Arabic
- English

## PROFILE

Recent MIS graduate from Imam Mohammad Ibn Saud Islamic University with a strong foundation and passion for leveraging technology to optimize business processes in driving organizational success. This has been applied through my work experience in administration and investment while continuing my studies.

## EDUCATION

### BACHELOR'S DEGREE OF MANAGEMENT INFORMATION SYSTEMS, FIRST CLASS HONOR, GPA:(4.81)

Imam Mohammad Ibn Saud Islamic University (IMSIU)

Expected graduation date is in February 2024

## PROFESSIONAL EXPERIENCES

### Administrative Manager, Sulayyman Alqasim Sons company for investment.

June 2021- today

- Identified technology improvements opportunities to replace traditional work methods in real estate and human resource domains and installed new systems, such as "Aqari Pro", a program specializes in property and real estate management, and "Jesr", a program specializes in managing human resources in the company.
- Improving administrative procedures and employee task distribution methods.
- Responsible for supervising and managing the relationship between the company and the accounting firm.
- Supported in studying investment opportunities and proposals by analyzing investment feasibility.
- Supported in real estate buying and selling negotiations and communication with the company's stakeholders.
- Responsible for reporting the company's status and achievements to management.

## COURSES

- English language course from EF International Language Centers (3 months).
- Personal enablement skills course (25 hours).
- Microsoft Excel course (6 hours)