* Name/Adel Abdulrahim Alanazawi
* Age/35 Nationality:Saudi Arbia
* CONTACTS
* Riyadh, Kingdom of Saudi Arabia
* Email: [adelnazawi@gmail.com](mailto:adelnazawi@gmail.com)
* Mobile: 0599969138
* WORK EXPERIENCE
* **Project Manager | Nov 2020 – present**
* Pure Minds
* Leading project planning and execution, and determining project’s range, goals and submissions
* Developing detailed plans to identify project’s tasks and resources’ requirements and employees’ coordination
* resources’ requirements and employees’ coordination
* Budgeting and allocation of resources in order to plan and schedule the project
* Submitting the project with the appropriate tools to provide guidance and support for the project’s team
* Earmarked activities, in comparison with the project’s detailed plans, and the agreed upon incorporated changes
* Providing full reports on progress made and problems and solutions implemented to be reviewed by stakeholders
* Managing project’s changes and interventions to achieve maximum productivity
* Implementing project’s management official operations based on best practices
* **Sales Manager | May 2018 – Sep 2020**
* Abdul Latif Jameel Auto Company, Riyadh
* Leading the team to achieve monthly goals
* B2B Sales.
* Government Sales
* Coordination with deferent departments in all operations
* Raising customer satisfaction levels
* Developing employees and enroll then in various courses
* Solving and closing ministry of commerce complaints
* **Human Resources Supervisor | Des 2015 – Sep 2017**
* Hala Supply Chain Services, Riyadh

Staff flight ticket reservations

government relations

Obtaining permits for warehouses

Electronic government transactions

Staff assignments

visas

Employment contracts for employees

Office rental contracts

Staff interviews

* **Sales Manager | Des 2010 – Nov 2015**
* Runway Travel agency
* B2B Sales.
* Government Sale
* retail sales
* Amadeus System
* TRAINING COURSES
* Project Management Professional (PMP)®
* Handling Customer Complaints
* Effective Communication
* NPS Program
* The Art Of Negotiation
* Professional Selling
* Ministry of Commerce and Investment Regulations
* Strategic Sales for Account Managers
* Warranty and Claim Handling
* Customer Service Professional
* Customer Service
* Time Management
* Problem Solving
* Anti- Fraud |
* Building a Successful Team
* Managing employees in retail stores |
* Relationships with clients in retail stores |
* Introduction to HR functions
* Teaching methods and styles
* TECHNICAL SKILLS
* Computer
* MS Office programs
* HTML 5, python,java script ,php
* SAP
* PERSONAL SKILLS
* Effective communication
* Leadership
* Teamwork
* Problem solving & decision making
* Work under pressure
* Creative thinking
* Strategic planning
* Time management
* LANGUAGES
* Arabic: Native
* English: good