

Abdullah Abdulkarim Al-Ashtal

Operations Coordination | Organizational Management | Process Improvement

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Professional Summary

I am an operations and management professional with over five years of practical experience in coordinating import operations, administrative supervision, and managing operational projects. I possess a high capacity for organizing resources, controlling costs, improving procedures, and building effective work systems that support financial stability and operational efficiency. I participated in founding an operational project affiliated with the company from its first day, and was later promoted to manage it entirely, overseeing the daily workflow, leading the team, and achieving stable operational discipline.

Professional Experience

Harmony Import and Export Group | August 2020 - January 2026

Administrative Assistant – Import Department | August 2020 – May 2024

- Coordinated import operations and dealt directly with international suppliers.
- Tracked shipments and supply chains to ensure strict adherence to timelines.
- Prepared periodic operational and financial reports for submission to senior management.
- Supported financial planning by accurately monitoring expenses and cash flows.

Administrative Supervisor – Zurbian Island Restaurant (Affiliated with the Group) | May 2023 - May 2024 (*Concurrently with my primary duties in the group*)

- Supervised the establishment of the administrative and operational structure of the project from the launch phase.
- Established standard operating procedures and organized operational resources to ensure efficiency.
- Monitored financial and operational performance periodically to achieve growth targets.
- Coordinated daily operations and ensured all departments adhered to internal regulations.

Restaurant and Operational Management – Zurbian Island | May 2024 – January 2026

- Assumed full management of the project within the company's general operational framework.
- Led the team and distributed tasks according to clear and well-studied operational plans.
- Worked on cost control and improved the efficiency of utilizing available resources.
- Prepared comprehensive operational performance reports and analyzed results using artificial intelligence tools to develop the workflow.
- Monitored cash flows to enhance financial stability and ensure project sustainability.

Education

- **Bachelor of International Business Administration** – University of Modern Sciences | 2026

Core Skills

- Operational management and systems development for small projects.
- Administrative and office coordination.
- Supplier, contract, and inventory management.
- Cost analysis and financial expense control.
- Team leadership and effective administrative supervision.
- Complex problem-solving and strategic decision-making.

Professional Certifications

- Soft Skills Development Program, McKinsey Forward (2025).
- Fundamentals of Digital Marketing Certification, TAG Global (2023).
- Advanced Digital Marketing Certification, TAG Global (2024).
- Internal Training Certification, Exceed Center (2024).
- Climate Action and Sustainability Training, National Forum for Environment (2024).

Languages: Advanced Level in English, and Native in Arabic