

# Majdi Abdullah Asiri

## SUMMARY

I hold a bachelor's degree in economic and financial sciences and I am currently working as a technical support in the technical management information system in the Ghaya pharmacy group, and I have previous experience in customer service and an administrative official in Hijaz Mall very passionate about self-development and a fan of team work .

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☎ 0541334551

📍 Makkah, Saudi Arabia

📅 20 April, 1999

## EDUCATION

### Banking and Financial Markets Umm al-Qura University

08/2018 - 07/2022

GPA 3.36 of 4 (very Good)

## WORK EXPERIENCE

### MIS technical support Ghaya pharmacies

2019 - Present

makkah

Information Technology Department-Management Information Systems  
Section

#### Tasks

- Building Promotions in the system and the website
- Technical Support For Branches
- Customer Service
- Prepare Reports
- Company system supervisor
- Raise and Modify the prices of items and add them

### practical training with financial Department Ghaya pharmacies

01/2022 - 06/2022

Makkah

#### Achievements/Tasks

- University training in a Ghaya company for a period of 5 months - in the Department of Finance

### Director of Operations

Mutawfi Foundation, pilgrims of Turkey and Muslims of Europe

2015 - 2019

makkah

#### Tasks

- Contact the Ministry of Hajj
- Receive official documents
- Staff distribution plan in season

### Marketing supervisor Hijaz Malls

2017 - 2018

makkah

#### Tasks

- Supervising reception staff
- Receive official papers

## SKILLS

Microsoft office

Professionalism in the use of Office programs

Team Work

Time Management

Self-education

Manage stress

solving problems

## CERTIFICATES

IT in the Workplace - Master Microsoft Office

Introduction In Information Technology

Teamwork Skills

Data Analysis

Introduction to Data and Descriptive Analytics

Reviewing and Evaluating Performance in Public  
Agencies in Light of the Shift to Accrual Based  
Accounting

Financial Performance Management: Startup Phase

Leadership Essentials

Conversational English Skills for Beginners

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working  
Proficiency