

# ABDULLAH ALNAJRANI

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## Professional Management Specialist

A result oriented professional management specialist. Having a professional attitude and an ability to be flexible and handle change in a positive manner. Specialized in business and management background and knowledge that is supported by practical experience. Expertise in improving team performance, adding tangible value to the organizations and achieving set objectives. Effective communicator with excellent planning, organizational, and negotiation strengths as well as the ability to lead, reach consensus, establish goals, and attain results.

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## Education and Qualifications

<b>2003-2009</b>	<b>University of Hail</b> Hail, Saudi Arabia	<b>Bachelor of Management Information System</b>
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**GPA: 2.96 out of 4**

<b>2014-2016</b>	<b>Widener University</b> Chester, Pennsylvania	<b>Master in Business Administration</b>
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**GPA: 3.24 out of 4**

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## Professional Courses

<b>2010</b>	<b>king saud university</b>	<b>Online Lecturing Certificate</b>
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## Professional Experience

<b>2009 –Present</b>	<b>University of Najran</b>	<b>Najran, Saudi Arabia</b>
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### ***Lecture Assistant***

Accomplished career demonstrating consistent success as an administrator and educator. Outstanding track record in assuring student success.

#### **Responsibilities**

- Facilitated learning of honors students using student-centered lessons and activities
- Utilized different learning techniques, including demonstrations, presentations, and case study based learning.
- Adopted activity based learning that show the relationship between management concepts and real business examples to motivate students.
- Attended different workshops

### **ARAMCO Company**

#### ***Customer Service***

#### **Responsibilities**

- Responsible for ensuring that customer enquiries are resolved at first point of contact, unless specialist knowledge is required.
- Responding immediately to customer enquiries in a professional and efficient manner.
- Directing requests to other relevant colleagues.
- Keeping myself up to date with company products and services.
- Dealing efficiently with customers' questions and queries.

## **Additional Information**

### **Computer Skills:**

Proficiency in Microsoft Office

- Excel
- Word
- Outlook
- Power Point
- Publisher

- FrontPage

## **Information Technology**

### **Skills:**

Specialties include

- Hardware and Software Installation
- Configuration & Troubleshooting
- Web Authoring (Scripting and Programming) and Hosting
- Networking
- Windows' 98, ME, 2000, XP

## **Database Administration**

### **Skills:**

Specialties include

- Network/LAN Administrator
- Database Administrator
- Consultant/ Business Analyst
- Data analysis
- Information Knowledge
- Managing for Results
- ERP Profitability SAP
- Information system and data Analyses
- Business Process

## **Professional Competencies:**

- Able to explore a range of research methods and their relevance in professional contexts.
- Capable to prepare an evidence summary on research articles in multiple fields.
- Capable to develop a proposal or plan for an evidence based research project that can be conducted to gather the primary data needed to address the specific professional problem or issue.

## **Personal Skills:**

- Possessing excellent communication, leadership and organizational skills.
- Providing the necessary coaching, support & guidance to assist students.

- Devoted learner; have insatiable appetite to gain and apply new knowledge
- Able to effectively communicate with all levels of management, team members, and students.

**Languages**

Proficiency in writing, reading and speaking English and Arabic.

**Interests and Hobbies**

Walking, Camping, Squash, Tennis, Swimming, Football,  
Travelling, Volunteer work

**References**

University Of Hail

Dr Abdul-Karim Ahmed Amer

Ph.D. (1985)

Colorado State University USA

Associate Professor

Dept. & Year of Appt. at HCC: AEE (2003)

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Research interests: Globalization, development, and economic policies.

Widener University

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