

Abdulaziz Alshareef

Falah District Exit 7 Riyadh, Saudi Arabia
0580022559
al_shareef@hotmail.com

Objective

My goal is constantly develop and evolve on professional and personal levels. Moreover, I seek enriching and leaving a positive mark at my work environment and achieving decisive strides forward.

Experience

Company Name

The Saudi International Travel Agency

Duration of Employment

- Contract started November 1st 2010 until January 2012

Duties

- Make flight arrangements for STC VIP customers on Saudi Airlines and tend to all their needs.

Job Title

- General Sales Agent

Company Name

King Faisal Center for Islamic Studies and Research

Duration of Employment

- Eight months

Duties

- Provide the visitor's of the center's library with what they need from the library, give tours within and outside of the center to foreign visitors, and process publications written in English and index them

Job Title

- Library and information employee.

Company Name

Vinnell Arabia

Duration of Employment

- Contract started February 4th 2012

Duties

- As an Interpreter/Translator with the duty of translating Military documents on various subjects

Job Title

- I/T: Interpreter/Translator

Education**Degree Obtained**

- High school diploma at 97.61%
- IBT TOEFL with score of 102 of 120

Other Experiences

- Joined the School of Medicine at King Saud University for one year
- Joined Western Michigan University for three years studying Biomedical Sciences
- Attended several training seminars in communication, customer service and VIP customer service by Saudi Airlines
- Achieved a score of 95 on Vinnell Arabia Employment Exam
- Basic Military Translation Course with a score of 99 awarded by Vinnell Arabia
- Combat Operation Course awarded by Vinnell Arabia
- Interpretation Course with a score of 100 awarded by Vinnell Arabia

- Arabic Writing Skills Course with a score of 96 awarded by Vinnell Arabia