

**Jamal Salem**

# Contact

 : Jeddah

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Target Job

Objective: I would like to join a great team to continue my success story with them. To be part of the team means, you enjoy the work and share with your team your experience and knowledge. I believe if we give our imagination the time it needs, we will make a huge difference.

Target Job Title: Management

Career Level: Management

Employment Type: Full Time; Contractor

Notice Period: Immediately.

Personal Information

Birth Date: 18 January 1979 (Age: 40)

Gender: Male

Nationality: Jordan

Residence Country: Jeddah, Saudi Arabia

Marital Status: Married

Number of Dependents: 5

Driving License Issued From: Saudi Arabia

Professional Experience

Freelance Graphic Designer May 2018 – Present

Business manager May 2017 - April 2018

Petromin Nissan Jeddah, Saudi Arabia, Automotive

Managing the team to achieve high performance

Sales Administrator January 2017 - May 2017

Petromin Nissan Jeddah, Saudi Arabia

Coordinating with head office to deliver the vehicles orders

NDC Supervisor March 2014 - December 2016

Mohmmad yousif Nagi Jaguar / Land Rover ,Jeddah , Saudi Arabia

Manging the stock yard deliver the high service for show room branches

Operation controller Supervisor May 2011 - December 2013

Saudi Oger - KAUST Thoual, Saudi Arabia

Supervision and organization of work between maintenance departments

**Furniture Department** Supervisor September 2009 - April 2011

Saudi Oger - KAUST, Thoual, Saudi Arabia,

Manging the team to deliver high quality of service to our client which is the University.

**Assistance Store Manager** January 2008 - August 2009

REZA FOOD SERVICES Co .McDonalds Jeddah , Saudi Arabia,

Manage the team on the floor to deliver high service performance.

**Store Manager** January 2006 - December 2007

Itsalat International (i2) Jeddah, Saudi Arabia .

Manage the team to achieve high sales with high service

**Store Manager** August 2002 - December 2005

Baituna for textile and furniture Est. Jeddah, Saudi Arabia

Manage the team to achieve high sales with high service

Education

Bachelor degree in Business Administration.

Al-Ahliyya Amman University, Amman, Jordan 2002

Key Skills

### Adobe Illustrator. Adobe Photoshop.

### Decision Making Skills. Customer Satisfaction. Team player

### Superior expertise in sales. Customer service expertise.

### MS word ,MS Excel, MS PowerPoint

Languages

### Arabic

### English

Training and Certifications

### Shift skills Development (Certificate / 2008)

### Shift into Overdrive (Certificate / 2009)

### Basic Shift Management (Certificate / 2009)

### Quality Management System Awareness (Certificate/2013)

### Building Your Self Esteem and Assertive Skills (Certificate / 2013)

### Skills for the Administrative Assistant (Certificate / 2013)

### Building Better Teams (Certificate / 2013)

### Controlling Anger before it Controls You (Certificate / 2013)

### Innovation in government work (Certificate / 2016)

### Personal financial planning matters (Certificate /2016)

### Introduction to Python programming (Certificate / 2016)

### The six areas of success (Certificate / 2016)

### The basics of digital marketing from Google (Certificate / 2018).

### English writing skills (Certificate / 2018).

### Skills of professional development (Certificate / 2018).

### Introduction to graphic design (Certificate / 2018).

### Web Design by Word Press (Certificate / 2018).

### Google Analytics for Beginners (Certificate / 2018).

### Digital Advertising - Managing Paid Campaigns (Certificate / 2018).

### Data analysis with excel (Certificate / 2018).

### Google Web Designer Basics (Certificate / 2018).

### International Computer Driving Licence-Base (Certificate / 2019).

### Advanced Google Analytics (Certificate / 2019).