

ABDULLAH AL SALMAN

Project Coordinator

Versatile with background successfully executing diverse project tasks to meet deadlines. Highly skilled at communicating with colleagues, monitoring status and achieving key milestones. Enthusiastic problem solver and talented team player with superior planning and decision-making skills. Talented Project Coordinator focused on promoting team adaptability and cohesion. Meticulous attention to detail and successful track record of accomplishing projects on time and within budget constraints. Knowledgeable about planning and executing projects.



Contact

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Skills

Data Entry

Multitasking Abilities

Dependable and
Responsible

Decision-Making



Work History

2021-02 -
2022-12

Project Coordinator

Saudi Electricity Company, Abha

- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Assisted with onboarding newly hired staff members and coached on task prioritization.
- Wrote technical narratives to document processes and design changes.
- Coordinated venue and catering arrangements, speaker and attendee liaison and material distribution for meetings and events.
- Maintained open communication by presenting regular updates on project status to customers.
- Monitored project progress, identified risks and took corrective action as needed.

2018-01 -
2021-01

Assistant Manager - Operations

Modern Food Company, Asir

- Monitored employee productivity and optimized procedures to reduce costs.
- Helped team members maintain business professionalism by coaching each on methods for delivering exceptional service to every customer.
- Developed and maintain operational guidelines for staff.

- Coordinated with General Manager in different operational issues and promotional activities.

**2013-06 -
2015-08**

Project Coordinator

Al Majazal Modern General Contracting Est, Asir

- Delivered high level of service to clients to both maintain and extend relationship for future business opportunities.
- Monitored and tracked project metrics and collected data to share with project members.
- Negotiated contracts and agreements with vendors for constructive supplier relations.
- Generated weekly and monthly status reports for helpful progress tracking.
- Partnered with project team members to identify and quickly address problems.



Education

**2013-02 -
2017-01**

Islamic Studies: Islamic Studies

King Khaled University - Abha



Certifications

[Area of certification] Training - [Timeframe]