

Omar Abdullah Al-Khanbashi

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Location: Riyadh, Saudi Arabia | Valid Residency Permit | Place of Birth: Jeddah | Marital Status: Single

Career Objective

Seeking a job opportunity that provides career stability and the chance to work within a unified team aimed at development and mutual success. I strive to leverage all positive aspects to improve professional performance and career growth. I'm good at solving real-world problems and working well under pressure. I focus on getting the best results in the most efficient way

Work Experience

Data Entry Clerk

Khyal Ahad Establishment – Jeddah

Feb 2018 – Dec 2018

- Accurately entered data into designated systems/platforms while ensuring validation and correctness.
- Maintained effective communication with clients from diverse cultural backgrounds, contributing to trust-building and customer satisfaction.
- Updated and modified records periodically according to approved changes.
- Organized and archived paper and electronic files for easy access.
- Verified data accuracy prior to entry and corrected any discrepancies.
- Generated periodic reports and submitted them to relevant departments.
- Efficiently used Microsoft Office (Word - Excel) and other work-related systems.

Perfume Sales Associate

Al-Hashimi Perfumes Trading Company – Hadramout

May 2022 – Dec 2022

- Welcomed customers professionally and delivered an exceptional shopping experience.
 - Presented products and recommended perfumes based on customer preferences and needs.
 - Handled sales transactions and processed cash and electronic payments.
 - Achieved daily/monthly sales targets while ensuring customer satisfaction.
 - Arranged and organized product displays according to visual merchandising standards.
 - Monitored inventory levels and reported required stock to management.
 - Provided perfume samples and engaged customers through interactive scent testing.
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Skills

- **Communication Skills:** Ability to communicate effectively with clients and team members.
 - **Negotiation Skills:** Ability to persuade clients and close deals.
 - **Adaptability:** Ability to adapt to new changes and challenges.
 - **Computer Skills:** Proficiency in Microsoft Office (Word, Excel, Visio).
 - **Collaboration Skills:** Strong teamwork and business environment understanding.
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Courses & Certifications

Extra Accounting Software

Hadramout Research Center – Yemen

26 May 2025 – 3 June 2025

Diploma in Automated Secretarial Work

Hadramout Research Center – Yemen

24 Apr 2024 – 29 May 2024

Human Resources System

College of Administrative Sciences, Hadramout University – Yemen

12 Sep 2023 – 17 Sep 2023

Feasibility Study

Hadramout Research Center – Yemen

10 Jun 2023 – 15 Jun 2023

Onyx Pro Accounting Software

Yemen Soft Institute – Yemen

15 Mar 2023 – 15 May 2023

Education

Bachelor's in Business Administration

Hadramout University – Yemen (2019–2023)

Intermediate Diploma in Accounting

Al-Ahqaf University – Yemen (2025)

Languages

English: Professional proficiency within the workplace **Arabic:** Native language (100%)