

WASAN ALSUBAIT

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Location: Dammam

PROFESSIONAL SUMMARY

Detail-oriented and dedicated professional with a Bachelor's degree in Business Administration. Possess strong computer skills, excellent attention to detail, and a collaborative mindset. Experienced in quality control, product coordination, and customer service. Committed to driving operational excellence and supporting cross-functional teams to deliver consistent results.

CORE SKILLS

- Quality Control & Assurance
- Product Lifecycle Management
- Data Entry & Documentation
- Social Media Monitoring
- Customer Service
- Microsoft Office Suite
- Attention to Detail
- Team Collaboration
- Time Management
- Communication Skills (English & Arabic)

PROFESSIONAL EXPERIENCE

Product Executive

Napco National - Easternpak | [Dammam]

Dates of Employment (e.g., Jan 2025 - april-2025)

- Oversaw and managed product lifecycles across multiple departments.
- Collaborated with production and marketing teams to meet product goals.
- Planned and scheduled production to meet customer deadlines.
- Coordinated promotional activities and monitored social media presence.

Quality Control Lead Officer

Napco National - Moderntech | [Dammam]

Dates of Employment (e.g., feb 2021 - Dec 2024)

- Led quality control operations for finished goods.
- Updated and maintained quality assurance procedures.
- Maintained accurate records and reporting systems.

EDUCATION

Bachelor of Arts in Business Administration

Arab Open University - Saudi Arabia

Graduation Date: July 2020

LANGUAGES

- Arabic: Native
- English: Fluent