



Abdulaziz AlBalooshi

Business Management

Contact

✉ Abdulaziz.aalbalooshi@gmail.com

☎ +973 36601901

📍 Kingdom of Bahrain

Education

Bachelor of Business Management
(Minor in Marketing)

University of Bahrain
Sept 2021-Sept 2025

Skills

- Microsoft Office
- Power BI: Basic
- Data Analytics & Visualization
- Canva & Creative media editing
- Leadership
- Team Collaboration
- Time management

Language

English

French

Arabic

Professional Summary

Results-driven Business Management graduate with proven experience in travel operations and data analysis. Strong leadership background through specialized training, and skilled in delivering innovative marketing solutions. Fluent in Arabic, English, and French, with the ability to thrive in dynamic, fast-paced environments. Accomplished professional with expertise in data analytics and visualization, leveraging Microsoft Office and Power BI to deliver actionable business insights. Skilled in creative media editing and team collaboration to enhance communication and drive project success. Committed to applying analytical and leadership skills to foster innovation and support organizational growth.

Work Experience

Saje Interior & Landscape – Bahrain
Business Operations Assistant – Part Time
(September /2023 – Present)

- Supported business operations including scheduling, office workflows, and vendor coordination
- Helped manage client communication and follow-ups to ensure timely project execution
- Contributed to organizing project documentation, contracts, and invoices
- Participated in team meetings and learned fundamentals of operational planning in a design firm
- Coordinated logistics for site visits and deliveries with contractors and suppliers

RIG Athletics – Bahrain
Store Supervisor – Part Time
(December /2022– Present)

- Supervise daily retail operations, including inventory planning, visual merchandising, and customer experience delivery.
- Apply business management knowledge to improve sales performance, workflow efficiency, and team productivity.
- Analyze sales data and customer behavior to support strategic decision-making and revenue growth.
- Coordinate setup and on-site execution for RIG pop-ups, activations, and fitness event booths – overseeing logistics, product displays, and staffing.

Dadabhai Travel Office – Bahrain
Trainee
(August- September 2025)

- Handled 50+ client bookings and travel inquiries weekly, maintaining 95% satisfaction.
- Managed customer data entry, ensuring 100% accuracy.
- Supported marketing team in campaigns that increased engagement by 20%.

Afaq Institute of Aviation Engineering – Bahrain
Trainee
(June-August 2022)

- Assisted in aviation training operations, supporting instructors and 200+ students.
- Prepared course materials and managed schedules, improving readiness by 30%.
- Gained practical insights into aviation engineering and training processes

Certifications

• **Leadership Development Program (2024)**
Coursera

• **Effective Team Leadership Program(2023)**
LinkedIn Learning