

YAHYA MOHAMMED ALRAHOOOL

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PROFESSIONAL SUMMARY

Customer-focused professional with experience in sales, customer service, and business operations. Skilled in building strong customer relationships, solving problems, and managing daily tasks efficiently. Experienced in completing research, presentations, and creative design projects using AI tools to improve productivity and deliver high-quality results. Reliable, organized, and committed to providing excellent service and supporting business success.

CORE SKILLS

- Customer Service:** Customer Support, Customer Relations, Complaint Resolution, Client Communication
- Sales & Operations:** Sales, Negotiation, Order Management, Operations Coordination, Administrative Support
- Technical Skills:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Canva, AI Productivity, Prompt Engineering, C++ Fundamentals
- Professional Skills:** Problem Solving, Time Management, Teamwork, Adaptability, Attention to Detail, Fast Learning

PROFESSIONAL HIGHLIGHTS

- Completed 150+ research projects across multiple academic and business fields.
- Designed and delivered 100+ professional presentations with clear and engaging content.
- Created 200+ AI-assisted creative projects including presentation designs, advertising posters, social media graphics, business materials, and digital content.
- Used AI tools to improve productivity, reduce project completion time, and enhance work quality.
- Managed multiple client projects while consistently meeting deadlines.
- Built long-term client relationships through reliability, professionalism, and consistent quality.
- Coordinated customer orders from inquiry to final delivery with accuracy and efficiency.
- Supported business operations while maintaining high customer satisfaction.

PROFESSIONAL EXPERIENCE

Operations & Sales Coordinator

2022 – 2024

Security Surveillance Systems Store, Makkah, Saudi Arabia

- Improved daily business operations by organizing workflows and coordinating customer orders.
- Increased customer satisfaction by recommending suitable solutions based on individual needs.
- Negotiated with customers to support successful sales and strengthen client relationships.
- Coordinated installation schedules to ensure projects were completed on time.
- Maintained accurate operational records that supported efficient business processes.
- Collaborated with technical teams to deliver reliable customer service.

Freelance Presentation Designer & Research Specialist

2023 – Present

Self-Employed, Makkah, Saudi Arabia

- Delivered more than 150 research projects with accurate, well-structured content.
- Designed over 100 professional presentations for academic and business clients.
- Produced more than 200 creative design projects using Canva and AI tools.
- Applied AI to accelerate research, writing, presentation design, and creative workflows.
- Managed multiple client projects while consistently meeting deadlines.
- Earned repeat business through quality work, clear communication, and dependable service.

EDUCATION

Bachelor of Science in Artificial Intelligence & Cybersecurity

Islamic University of Minnesota (Online)

CERTIFICATIONS

- Fundamentals of Programming using C++
- Problem Solving using C++
- Social Media Marketing
- Persuasion & Negotiation Skills
- Creativity & Innovation
- Fundamentals of Artificial Intelligence

LANGUAGES

- Arabic:** Native
- English:** Intermediate