

# HUSSEIN AL MAKRAMI

## GOAL



I seek to refine and develop my skills in the scientific and practical fields and to elevate the work organization to the highest levels of excellence and to be part of the organization and call for it through the application of the skills I possess

## EDUCATION



Institute of Public Administration | Diploma in Secretary Executive

## EXPERIENCE



- Administrator of Personnel Affairs Company (BTAT) of the Bin Laden Companies
- . National Call Center Customer Service Specialist (Amer).
- Serving 28 government sectors Receive complaints raise requests Answer to inquiries Website technical support

## SKILLS



- Proficiency in the use of electronic government programs (social insurance - Ministry of Labor - resident - municipal)
- Proficiency in writing letters and reports
- Submit medical insurance claims
- Mail processing.
- Telephone processing.
- Organizing meetings.
- Organizing the appointments of the General Manager.
- Proficiency in the use of Microsoft Office

## LANGUAGES



- Arabic
- English

## PERSONAL INFORMATION



RIYADH



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