

EXPERIENCE

| Company | occupation | Duration |
|--|--|--------------------------|
| Bader Hassan Al Hussein & Sons Contracting Company in Khobar | Administrative assistant (Training) | 17/11/2019 26/12/2019 |
| Mubarak Abdullah Al-Suwaiket for Contracting | Clerk | 6/10/2020 9/5/2021 |
| Bader Hassan Al Hussein & Sons Contracting Company in Khobar | Project Coordinator | 6/6/2021 16/1/2022 |
| Jawharathajer Company | Administrative secretary | 17/1/2022 until now |

QUALIFICATIONS

INSTITUTION / INSTITUTE OF PUBLIC ADMINISTRATION

Diploma of Executive Secretary

Graduation Year: 02- 01- 2020

SKILLS

- Able to use computer.
- Sincerity at work.
- Learning and achievement quickly.
- Systems and the respect of all labor laws.
- The ability to work in groups or individually.
- Writing in Arabic at a rate of 36 words per minute.
- Writing in English at a rate of 35 words per minute.

ABDULLAH MOHAMMED
ALNASSER



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ABDULLAH ALNASSER

OBJECTIVE

The real desire to occupy a job related to the field of specialization where the work environment is effective to add the experience gained and to apply what I learned from a study in terms of practical reality.

LANGUAGE

- 1- Arabic.
- 2- English.

PERSONAL INFORMATION

| | |
|----------------|------------|
| Nationality | Saudi |
| ID No. | 1099942128 |
| Date of Birth | 02-07-1998 |
| Place of Birth | Al-Ahasa |
| Marital status | Married |