

# Abdulrahman Mohammad Al-Rashed

DIPLOMA OF OFFICE MANAGEMENT FROM JUBAIL INDUSTRIAL COLLEGE (JIC)

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## Objective:

I am an office management graduate. My goal is to work and restore what I learned in my university study and help to achieve more success.

## Education:



JUBAIL INDUSTRIAL COLLEGE (JIC)

**Degree:** Diploma in Office Management

**Graduate:** 2022

**GPA:** 2.84 out of 4.00

## Courses:

- Personnel Administration
- Organizational Behavior and Ethics
- Office Automation
- Office Management
- E-Communication

## Experience:

Royal Commission in Jubail

**From :** 23/1/2022 **To:** 14/4/2022

## Position:

Administrative Assistant on Project Control Department.

## Skills :

Fast Learning ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Time Management ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Team Player ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Computer Skills ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Microsoft Excel & Access ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Microsoft Word ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Microsoft PowerPoint ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

## Language:

Arabic : ( Native ) ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

English : (Good) ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

## Certificate:

- Advance Word Processing 2016 from Jubail Technical Institute (12 Professional training hours)
- Executive Assistance series(20 training hours)
- Leadership Essentials(5 training hours)
- Managing Project Risk Arabic and English(4 training hours)
- Introduction to Human Resources Functions(4 training hours)
- Communicate Effectively with Customers and Customer Service(11 training hours)
- Data Analysis(3 training hours)

## Reference

Abdulrahman Z.Alshehri  
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Royal commision of Jubail



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