

PERSONAL

- Name**
Adel Alanazi
- Address**
Saudi Arabia
Riyadh
- Phone number**
0552059070
- Email**
adelalanazi2021@gmail.com

INTERESTS

- Video games
- Tv shows

LANGUAGES

English ★★★★★

ADEL ALANAZI



EDUCATION AND QUALIFICATIONS

- Dec 2017 - May 2020 **Diploma**
Institute OF Public Administration, Riyadh
Diploma in hospital administration +1 year English course



WORK EXPERIENCE

- Dec 2021 - Present **Administrative Coordinator**
Saudi Authority for Intellectual Property, Riyadh
- Sep 2020 - Dec 2021 **Medical coordinator**
TAP Homehelth care, Riyadh
- Jul 2017 - Feb 2018 **Cashier**
Burgerizzer, Riyadh



SKILLS

- Dealing with customers ★★★★★
- Hard worker ★★★★★
- Microsoft Excel ★★★★★
- Microsoft word ★★★★★
- communication skills ★★★★★
- Flexibility ★★★★★