

# ASHWAQ AL MASS

## PERSONAL DETAILS

A high activating professional with strong work ethics work hard individual as with the team in order to constantly achieve my goal and build my skills.

## CAREER HIGHLIGHTS

- Administrative Assistant for Hitachi Consulting.
- costumers service In innovation business Arabian company.
- secretary Communication Department.
- HR Coordinator and associate with all the task requirements.

more than eight years Experince in with costumers and secretary and HR.

- customer service representative loop for digital payments(Samacare)

## CONTACT DETAILS:

Cell: 0569309444  
Facebook/Instagram/Twitter:  
@reallygreatsite  
a.f.m1985@hotmail.com  
Saudi Arabia Riyadh.

## SPECIAL SKILLS

- Ability to lead effective work and create a spirit of cooperation.
- Very accurate in work and innovative.
- The ability to solve situations and problems.
- Effective and Positive Communication Skills.
- Interact with the crowd and have ability to persuade and develop the best plans for dealing with worker.

## ACADEMIC ATTAINMENT

High School Certificate, Scientific Section.

- Diploma in network technology.
- Computer tayinging course both English and Arabic.
- Photographic Design Course.
- more than eight years Experince.
- Experience in Samacare platform.

- TIME MANAGEMENT.
- PROJECT MANAGEMENT.
- FAST LEARNING.
- SECRETARY EXPERINCE.
- LANGUAGES

- ENGLISH - BUSINESS
- ARABIC - NATIVE