


Abdulaziz M. Alanazi

Resume



Riyadh, Saudi Arabia
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Special Need Person
Imbalance in Walking
(with help of Cane) 

LANGUAGES

Arabic: Native language

English: Intermediate Proficiency

SKILLS

Organization Skills
Communication
Work under pressure
Work with Team
Continues learning
Work under pressure
Quick learner
Self-motivation
Productive
Microsoft Office
pmp

Career Objectives

An enthusiastic person who is experience and highly qualified in management and personal skills. I want to be a member of a great organization that can provides suitable environment and be supportive to success using my experience and skills to rise and achieve organization goals.

Work Experience

1)houssam contracting co.

Hr admimnistrator 26/9/2017

2)Receptionist

The Council of Cooperative Health insurance (07/2007 – 11/2012)

- Answer telephone calls and take messages or forward calls
- Schedule and confirm appointments and maintain event calendars
- Greet and welcome Staff, clients, and other visitors
- Check visitors in and direct or escort them to specific destinations
- Inform other employees of visitors' arrivals or cancellations
- Enter data and send correspondence
- Copy, file, and maintain paper or electronic documents and records
- Handle incoming and outgoing mail
- In addition to cover my colleague in various positions around the office and help the director of Assistant Secretary of General of finance and administration.

3)Secretary

Saudi Arabia Monetary Fund (12/2006 – 06/2007)

Department of Economic Research

- Provide confidential secretarial services to the office of the Superintendent.
- Independently composes correspondence of a non-technical nature on matters not requiring response from the administrator.
- Receive and interview visitors and direct them to appropriate offices for further assistance and Receive and distribute incoming mail.
- Maintain administrator's schedule of appointments.
- Assemble data and information for reports including from news media etc.
- Type a variety of reports and documents requiring independent assembly of information and some independent judgment and interpretation.
- Maintain a variety of files and records; operate standard office machines including a computer.
- Assist with assembly of Board agendas, Board minutes, and other Board information as assigned.
- Performs other related duties as assigned.

4)Customer Service Representative

Almanhal Company (04/2006 – 11/2006)

- Obtains client information by answering telephone calls from clients and verifying information.
- Determines eligibility by comparing client information to requirements.
- Establishes policies by entering client information; confirming pricing and dispatching orders.
- Informs clients by explaining procedures; answering questions; providing information.
- Maintains communication equipment by reporting problems.
- Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures.
- Accomplishes sales and organization mission by completing related results as needed.

Education

➤ **Diploma of Human Recourses**

- Chamber of Commerce

➤ **Executive Security Diploma**

- National System of Joint Training

Training Courses & Certificates

- ✚ The Effective Human communication in work envired course.
- ✚ Dealing with work pressure course
- ✚ Office management using computer course
- ✚ Secretarial skills course
- ✚ Development secretary skills course
- ✚ Ideal Employee Certificate
- ✚ Social insurance system course