

ABDULAZIZ KHALID ALJUWAIIR

Riyadh, Saudi Arabia

PERSONAL DETAILS:

- **Nationality:** Saudi
- **Marital status:** Single
- **Phone:** +966597766950
- **Email:** abdullazizaljuweir@gmail.com

OBJECTIVE:

A highly motivated professional looking to apply around 3 years of experience as an office manager. Seeking an office manager position where I can apply my skills and knowledge.

WORK EXPERIENCE:

Aug 2019–Present	Alnakhlah National	Office Manager
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EDUCATION:

College of Technology Major: Office Management	Diploma
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SKILLS:

Personal Skills:	- Teamwork - Organization - Ability to work under pressure
Computer Skills:	- Microsoft Office Programs (Word, PowerPoint, Excel, Outlook)

LANGUAGES:

English (Intermediate) Arabic (Native)

CERTIFICATES

- Course in Data entry and processing from Chamber of Commerce and Industry in Al-Kharj.
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HOBBIES

- Working out / exercising.
- Traveling
- Cooking