

# ABDULAZIZ KHALID ALJUWAIR

abdullazizaljuweir@gmail.com ❖ +966597766950 ❖ Riyadh, Saudi Arabia

## PROFESSIONAL SUMMARY

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

## PERSONAL INFORMATION

- **Date of birth:** July 3, 1995
- **Nationality:** Saudi
- **Marital status:** Single
- **LinkedIn:** <https://www.linkedin.com/in/abdulaziz-aljuweir/>

## EDUCATION

**College of Technology** **2015 - 2017**  
**Diploma**  
**Major: Office Management**

## WORK EXPERIENCE

**Alnakhlah National** **Aug 2021 – Present**  
**Office Manager** **Riyadh, Saudi Arabia**

- Preparing letters, presentations, and reports.
- Dealing with complaints and queries.
- Organizing meetings.

## CERTIFICATES & ACHIEVEMENTS

- Course in Data entry and processing from Chamber of Commerce and Industry in Al-Kharj.) **May 2019**

## SKILLS

- Problem solving
- Customer service
- Teamwork
- Microsoft Word, Excel, and PowerPoint.
- Ability to work under pressure

## HOBBIES

- Working out / exercising.
- Traveling
- Cooking

## LANGUAGES

- **Arabic:** Native
- **English:** Intermediate