



Abdullah Ali Taher AL-Haddad



Contact:



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Objectives :

I seek to develop my self, make work a success, and raise the productivity of the organization to reach the highest level of excellence as well I want to utilize my skills and abilities in a continuous learning process in a company that offers a professional, supportive environment and excellent development opportunities.



Personal skills:

- Have the skill of communication with people.
- Ability of working as an individual or part of the team.
- Ability to solve problems.
- Dependabl.
- Excellent in English language .
- Microsoft office-Word, Excel and Power Point.
- Ability to withstand the pressures of work.
- fast learning.



Education:

Second Class Honor (4.40/5).

Diploma Human Resources Management.

King Faisal University (2017-2019).





Professional Experience:

- **Admin Asistant:**

Working as Admin Assistant in **SENDAN** International Company Limited from March **until now**. And Work in the following:

- Project Management Relationships.
- Organization of employees vacations.
- Coordination of authorization.
- Training and development programs.
- Staff activity in the project.
- Application of irregularities.
- Problem Report / Staff Request.
- Distribution of daily work.
- General Project Affairs.



- **Seller at AL-Haddad Optical:**

- Hard worker and I worked in the field of opticals for 3 years.
- Helped to increase the proportion of sales.
- Have the skill of dealing with customers and the ability to withstand pressures work.



Courses and Training:

- ❖ **Courses:**

- Labor Culture According to The Saudi Labor System.
- Communication in The Work Environment.
- Human Resources Management Course.
- Work stress management Course.
- The innovative leader Course.
- Career success Course.
- Creative problem solving course.



- ❖ **Training:**

- Cooperative Training in Ministry of Health (Summer 2018).



References:

- **Dr.Abdulmohsen ALSfafer**

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