



ABDULLAH ALHADLAQ

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EDUCATION

Bachelor degree : Computer Sciences & Information
Majmaah University - Collage of Science

Associate degree : Computer - Network & the internet

Associate degree in Computer - Network & the inter

WORK HISTORY

Bank notes & money changer Abana Projects Group Co,
05/2018 to Current

me

Data Entry Officer, 08/2021 to 01/2022

APSG for Cash Momy

- Supported team members with ad hoc office administration including answering and directing phone calls, [Task] and [Task].
- Generated [Type] and [Type] reports within [Number] timeframe to facilitate [Result].

CERTIFICATIONS

- Oct 2018 - International English Language Testing System (IELTS) Overview
Doroob Program
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- April 2020 - Cyber security
Monsha'at
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- Jul 2018 - IT in the Workplace
Doroob Program
- April 2020 - Cyber Security
Doroob Program by STC

SKILLS

- Meticulous attention to detail
- Expertise in Excel
- Administration strength
- Due diligence
- Interpersonal skills