

Abdullah Al-Katheer .

Computer and Information Technology.



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AbdullahAlkatheer2@gmail.com

EXPERIENCE

Tekfen Construction and Installation Co. Inc

Saudi Aramco Satellite Gas Compression Plant Pipelines Project.

(ADMINSTRATION OFFICER)

Sep 2019 – Present.

- Assisting human resources department with payroll and personnel databases.
- Assisting the human resources department with job postings and interviews
- Conferring with accounting department to help make payments, process incoming invoices, and verify receipts
- Creating reports and memos for managers and senior-level officers as needed
- Receiving and processing communication channels, including email, phone, and physical mail
- Updating office policies and communicating them to the wider team

ALDANA INTERNATIONAL CO.

(ADMINSTRATION OFFICER)

Des 2018 – Sep 2018.

- Preparing and formatting documents, reports and presentations.
- Booking meeting rooms, printing and photocopying.
- Maintaining individual, team and company calendars and scheduling appointments.

EDUCATION

High Diploma.

2018-2022

Computer and Information Technology.
GPA: (3.32 out of 4)

VOLUNTEERING

Health Volunteering. (**MOH**)
(05\03\2021 - 08\09\2021)

OBJECTIVE

To be an active, supportive employee and to improve my skills in a professional way for higher levels of my career.

INFORMATION

- Saudi Arabian
- 13 March 2000
- Male
- Single

Skills

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint)
- **Working Skills:** Energetic, diligent, committed, and precise, data entry, problem solving, and presentation skills.
- **Communication Skills:** Self-motivated, Team player, and Sociable.
- **Learning Skills:** Ambitious and fast learning of new knowledge about business.

LANGUAGES

- Arabic (Fluent)
- English (Good)
- French (Beginner)