

ABDULNASSER

ALMALI

OFFICE MANAGEMENT

PROFILE

Seeking a challenging position in the field of a office Management or Business Analyze where I can implement new techniques and methodologies to strengthen the business operations by resolving challenges and analyzing the business.

CONTACT

Riyadh , Saudi Arabia

PHONE

+966504445520

EMAIL

Alrmali-nasser@outlook.sa

EDUCATION

Institute of Public Administration

Office Management,
Secondary Bilingual Copy.

INTERESTS

Sports,Traveling,Camping , Music

*References: Available upon request

EXPERIENCE

2015/11-
2012/1 Chairman of the Arwad International Group Office Manager

2010/03-
2012/7 Chairman of the bin sa'aydan Real Estate Group Office Manager

2003/2-
2007/11 Executive Secretary Office of the Secretary General - High Commission for the development of Hail

Chairman of the Arwad International Group Office Manager Secretary and Rapporteur of the Higher Committee to receive the King Abdulla bin Abdulaziz of Hail Secretary and Rapporteur of the Higher Committee to visit the second deputy of Hail Member of the Organizing Committee of the Hail Rally Member of several development committees

SKILLS

- Programme Management Office skills in collating data.
- plans and preparing reports for senior.
- Executive management.
- supervision and follow up.
- Generate weekly and monthly reports.
- Microsoft office (Excel, word, PowerPoint and Access.
- Time management.
- Teamwork & Problem solving.