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AHMED ALFARAJ

OBJECTIVE

To be effective part of society and support in achieving 2030 vision goals and be a valuable member of organization.

SKILLS & ABILITIES

- Self-motivated and quick learner
- Good Written and oral communication
- Computer skills : Word , Excel and PowerPoint
- Problem Solving and decision making
- Working in Challenging Environment
- Team Worker
- Reporting skills
- Microsoft Dynamic AX usage

EXPERIENCE

JOIN SOLUTIONS - CORPORATE RELATIONSHIP MANAGER, RIYADH

Aug 2021 – Present

- Managing Corporate to Corporate communication
- Building and maintaining Customers Relation
- Attracting Suitable Candidates through databases and online

INNOVA HEALTH CARE - FINANCIAL ADMINISTRATIVE ASSISTANT, RIYADH

Apr 2021 – Aug 2021

- Run and update database.
- Keep record of invoices and payments.
- Develop and maintain financial analysis and reporting.
- Identify and resolve invoicing issues and other financial related issues .

AL RAJHI BANK – COOP , CUSTOMER SERVICE OFFICER , RIYADH

Sep 2020 – Dec 2020

- Serves Customer by providing products , service information and resolving products and service problems .

EDUCATION

DIPLOMA DEGREE IN KING SAUD UNIVERSITY

Major : Banking

Year of Graduation : 2020