



# AMMAR AL-SFWANY

📍 Eastern Province

☎ +966 563364162

✉ Ammar\_alsfwany@yahoo.com

## PROFESSIONAL SUMMARY

Looking for an open opportunity to utilize my training and skills, and to gain more knowledge and valued experience in a high professional work environment.

## EDUCATION

**Institute of Public Administration, Dammam, Saudi Arabia, 05/2019**

**Diploma of Higher Education: Human Resources Management**

**GPA 4.28**

## WORK HISTORY

**MANAGEMENT ASSISTANT, 01/2021 - Current**

**Abr Al-needa trading esablishment , al-ahsa**

- 1-Providing, managing, storing and transferring documents.
- 2-Communication and assistance with all clients and employees.
- 3-Office supplies maintenance.

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**SUPERVISOR EXHIBITION, 08/2019 - 08/2020**

**Foundation Mohammed Bukhamseen, AL-Hassa, Saudi Arbia**

- 1-Supervisor and seals in exhibition.
- 2- Manage documents with head office.
- 3-Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.

## SKILLS

### TECHNICAL SKILLS

- POS systems.
- Microsoft office proficiency.

### PERSONAL SKILLS

- Possess excellent verbal and written communication skills.
- Superior problem-solving and time-management abilities.
- Expertise in applied research, new content development, simulation, and validation.

## LANGUAGES

**Arabic:** Native language

**English:** B2

Upper intermediate