


# ANAS SAAD AL ARJAN


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 Saudi

 01/08/1990

## ABOUT ME

15 years of experience in various administrative positions, including: working as an administrative assistant, executive secretary, reservations officer, public relations officer in addition to many other administrative tasks.

## EXPERIENCE

08/2013 - Present

### Secretary

Abdulrahman Al Gosaibi Company

- Monitoring the progress of building maintenance works.
- Engaging in human resources work.
- Follow up on emergency procedures of government agencies.
- I was assigned with the responsibilities of public relations, including reservations and contracts for the company.
- I was assigned for a specified period of time to manage the reception and safety department in the branch.

07/2012 - 01/2013

### Administrative Clerk

Abdulrahman Al-Badr Sons Company

- Follow up on government procedures.

12/2011 - 07/2012

### Administrative Clerk

Al Maakoulat Al Taiyebah Foods Est.

- Managing public relations.

08/2008 - 03/2012

### Food Supplies Salesperson

Saad Ali Al-Arjan Est.

- Quality and control officer (inside the showroom)

## EDUCATION

### ● Diploma in Business Administration

King Faisal University

GPA: 4.5 out of 5

## COURSES

### ● International Computer Driving Licence - ICDL

Al Khaleej Training and Education.

### ● Secretarial Course.

SAC For Training.

### ● Anti-corruption In International Companies

Abdulrahman Al Gosaibi Company

## SKILLS

- Good computer skills.
- Good Microfost Office skills.
- Able to build strong relationships that benefit the business.
- Constant desire to learn and acquire skills.
- Able to work under pressure.
- Able to communicate effectively with others.

## LANGUAGES

Arabic



English

