

AREEJ ALASMI

A D M I N A S S I S T A N T

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 altaawen, Riyadh city

PROFILE

To work for a progressive organization in highly motivation and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

SKILLS

- willing to learn
- proficient in Microsoft Office
- proficient in excel
- conscientious
- teamwork
- communication
- hard worker

EXPERIENCE

ADMIN ASSISTANT

Ekal human resources company
2022 - Present

- Muqem - ministry of human resources - Ajeer
- health insurance
- Human resources tasks

TAMHEER

Ekal human resources company
6 months

CALL CENTER AGENT

smsa express company
2020-2021

- contact with the clients to confirm their shipment and addresses
- problem solve

EDUCATION

DIPLOMA OF ADMINISTRATIVE SCIRNES

princess nora university
2017-2019