

Asia H.A. Al-Rebh

About me

To seek the position in the field of administration in a reputed and well established organization in order to utilize my creative abilities, effective working skills and utilize my previous experience to the optimum.



Personal Info

- 0569082244
- ASIA1404@HOTMAIL.COM
- 11-Jan-1984
- Qatif - KSA
- Saudi
- Single

Personal Skills

- Leadership
- Teamwork
- Self Development.
- Difficulties Solving.
- Creative Thinking.
- Quality Assurance.
- Work Development.

Languages

- Arabic
★★★★★★
- English
★★★★★



EXPERIENCE

JRR Years of Exp.μ

- Currently **Coordinator - Marketing & Business Development** (+2 Years)
 Nesma Trading Co. Ltd. (General Contracting)
 Al Khobar, Saudi Arabia
- 2018 Apr. **Human Resources Manager** (9 Months)
 Theqa Integrated Solutions (General Contracting)
 Dammam, Saudi Arabia
- 2017 Dec. **Human Resources Manager** (10 Months)
 Halul United Business Offshore Services Co. (Marine services.)
 Al Khobar, Saudi Arabia
- 2017 Mar. **Assistant HR Manager & Supervisor –Female Section** (9 Months)
 Arabian Contracting Est. (Supply and installation of Gas appliances)
 Dammam, Saudi Arabia
- 2016 Apr. **Administrative Assistant** (+6 Years)
 District Cooling Company (Cooling Production & Distribution)
 Al Khobar, Saudi Arabia.



QUALIFICATIONS

- 2004 **Diploma in Computer Education.**
 Faculty of Sciences, Institute of Dammam.
• Received appreciation for obtaining GPA 4.55 from 5.
- 2005



COURSES

- Microsoft Office (Word, Excel, Outlook & PP).
- Work Ethics & Employments Rights Course.
- English Advanced Course.
- Reception Department of Public Administration.
- Protocols & public Relationship Courses.
- Marketing & Customer Service Courses.
- Modern Office Management & Secretarial
- Human Resource Management.
- Saudi Modern Work System Course.
- Working Under Pressure Skills Course
- Media & Content Creation Courses.