

## CV

**Name** : Jamal Salem Said Bakashwin  
**Nationality** : Saudi  
**Marital Status:** Married  
**Date of Birth** : 11/4/1398H  
**Address** : Kingdom of Saudi Arabia – Riyadh  
**Mobile No** : 0548966636  
**Email** : Jhfd30@hotmail.com

### **Academic Qualification :**

- Passed Secondary High School Certificate.
- Passed Diploma in Modern Secretary.
- Diploma Human Resources from 15/09/2013to23/04/2014

### **Working Experiences:**



[www.aloulageojit.net](http://www.aloulageojit.net)

- Head of HR & Admin Dept in ( **Aloula Geojit Capital** ) From 11/4/2009 till 11/10/2018.
  - Create & follow up employees' files including the annual appraisal
  - Insure a fully complied situation for all employees with the social security's, gosi, moqem & health insurance
  - Supervise all procurements & contracts and ensure their best performance
  - Fully responsible for Board meeting and general assemblies, all required procedures and shareholders affairs/ Secretary of the General Assembly.



<https://www.samba.com/>

- Costumer Service Employee ( **SAMBA Financial** ) 01/02/2006- 10/06/2007
- Branch Manager ( **Mohammad Ali Ba Abdullah Son's Company** ) 01/02/2003-31/12/2005



الشركة الوطنية للتسويق الزراعي  
National Agricultural Marketing Co.

[www.thimar.com.sa](http://www.thimar.com.sa)

- Secretary of General Manger ( **Themar Company** ) 16/09/2000-12/11/2002

### **Courses Achieved:**

- Chamber of Commerce Institute for Training, Riyadh Administrative Writing Skills and Reporting
- Institute of Chamber of Commerce for Training, Riyadh. Development of High Administrative Office