

# Omeir Salem Alqurbi

Kingdom of Saudi Arabia

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## CAREER OBJECTIVE

A fresh graduate of Business Administration currently looking to work in an administrative position in a leading organization with supportive and positive work environment to apply my knowledge and skills the field of business administration in the best way possible to contribute in the organization development.

## EDUCATION

### Diploma in Business Administration

Imam Muhammad bin Saud Islamic University

GPA: 4.72 out of 5

## TRAINING COURSES

- Personal professionalism at work
- Human Resources Management
- Fundamentals of Management
- Leadership skill
- Accounting and Financial Management

## SKILL

- Computer Proficiency
- Microsoft Office
- Time Commitment
- Teamwork
- Ability to Learn
- Passion at work
- Effective Communication

## VOLUNTARY WORK

- **volunteer**
  - Jubail Volunteering Club

## LANGUAGE

- Arabic Language
- English Language