



Abdullah Nafa Al-Hadbani

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Age : 23

Nationality : Saudi Arabia

OBJECTIVE:

Seeking a position where I can utilize my analyzing and solving problems skills to allow me to enhance my working capabilities and increase my knowledge as I always try to develop my professional life by taking training courses that would help me in my career.

EDUCATION:

Diploma from Jubail Technical Institute in Process Operation Skill - 2017

G.P.A : 3.03 out of 4

EXPERIENCE:

Mohammed Hassan Al Nuaimi General Contracting Est

Human Resources employee Dec 2014 – Jun 2015

- Process paperwork and supervising other employees.
- Managing recruitment Department to ensure to hire the best employees

TRAINING COURSES:

Fundamentals of Management - Administration Coordination - Smart Work Ethics

Operations Management - Stress Management in the Workplace - Self Empowerment

A glimpse on Organisational Foundation - Creative Thinking in the Workplace - Teamwork skills

Basic Work Skills - Computer Essentials - LEADERSHIP ESSENTIALS - Preparation of Reports

Creative secretarial skills - English language Course (6 months) - Master Microsoft Excel 2013

SKILLS:

- Computer Skills: Familiar with all windows computer skills, Microsoft office and using photoshop.
- Language Skills: Arabic native speaker and conversant with English language.
- Leadership: I'm good at communicating with others and taking responsibility for my actions, I am a quick learner that can adapt in various environments and has a good time-management skill.