

NAYEF HASSAN HAZMI

Profile

I have a diploma degree with a specialization in office management with an excellent grade, and I am proficient in typing in English and Arabic, Microsoft Office programs, data entry, writing reports, processing texts and files, and I also have experience in secretarial and office work.

experience

Advanced Schools Company

(administrative department) & (support services)

(Executive Secretary) 2022 *

Experience tasks:

Supervision and follow-up of complexes in maintenance and operation contracts, archiving and keeping contracts, writing letters and reports, raising financial claims for other companies, and clearing them from the financial management of the company, making statistics on the number of workers in the company and limiting the need, coordinating job interviews, keeping all documents related to employees in their own files, and following up with regard to personnel affairs procedures.

Scheduling employees' vacations periodically, by following up on the computer.

Cooperative training in the Ministry of Islamic Affairs *

(Human Resources Clerk) 2021*

Experience tasks:

Counting absences and delays and monitoring attendance and leaving

Managing the archive and data of the company's employees -

training courses

IT software OFS INFORMATIONSECURITY*

Computer Basics Customer Service*

English CEFR*

Basics management skill time management *

personal information

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Riyadh, Saudi Arabia

technical skills*

Typing in Arabic and English*

Proficiency in Microsoft programs*

Proficiency in electronic transactions*

Personal skills*

Time management skill*

Communication with clients*

Research and problem solving*

Strategic Planning*

Languages



Arabic



English