

"Curriculum Vitae "

personal information:

107779849 :National Identity Current address: Yanbu City	Name: Mishaal Abdullah Al-Ghamdi my Nationality is Saudi
Marital status: Married Date of Birth: 12/02/1412 Place of birth: Riyadh	Number of years of work experience: 10 years E-mail: ry123y@gmail.com Mobile number: 0555536692

Educational level:

Educational level :	The ratio	The name	its location
Intermediate University Diploma Computer specialist to technical support	5 from 2.83 good MARK	technical College	yanbu
High school science	100 from 86 Appreciation very good	Knowledge spring high school	yanbu

Objectives :

- *I want to build my future
- * I want to excel in my work and continue to the highest levels of job satisfaction through the satisfaction of senior management
- * I want to be an active member of society

Professional Certifications:

Educational level :	Institute name	the site	
International Computer Driving License - Basic Skills	SPECTO Institute Inc Queen Rania Foundation	Jordan	1

training courses:

	Course name:	name	its location
1	English language basics course	ryan institute	YANBU
2	English Language course	Gulf Training Institute	YANBU
3	Administrative Coordination	Institute of Public Administration	Riyadh

	Course		
4	Information security basics course	Institute of Public Administration	Riyadh
5	HR planning course	Institute of Public Administration	Riyadh
6	management supervision course	Institute of Public Administration	Riyadh
7	cyber security course	General Authority for Small and Medium Enterprises	Riyadh
8	Basics of professional research course	Prince Mohammed bin Salman Foundation	Riyadh
9	management leadership course	Institute of Public Administration	Riyadh
10	Cyber crime course	Institute of Public Administration	Riyadh
11	Infection control course	Saudi Red Crescent Authority	Riyadh
12	Effectively managing financial performance	General Authority for Small and Medium Enterprises	Riyadh
13	Secretarial Course	General Authority for Small and Medium Enterprises	Riyadh
14	Steps to Create a Digital Inception Plan	Communications and Information Technology Commission	Riyadh
15	electronic billing	Communications and Information Technology Commission	Riyadh
16	Cyber Security Basics	Communications and Information Technology Commission	Riyadh
17	word processor course	SPECTO Institute Inc Queen Rania Foundation	Jordan
18	Computer basics course	SPECTO Institute Inc Queen Rania Foundation	Jordan
19	Internet and communications basics course	SPECTO Institute Inc Queen Rania Foundation	Jordan
20	Electronic schedules course	SPECTO Institute Inc Queen Rania Foundation	Jordan
21	Customer Service Course	SPECTO Institute Inc Queen Rania Foundation	Jordan

empolyement qualifications :

	Job title:	Duration	Job title:	its location
1	I worked as an administrative assistant	From 2012 to 2021 Experience: 10 years	I worked as an administrative assistant	yanbu
2	I worked as a maintenance supervisor, customer service and sales representative	2018 - 2012	I worked as a maintenance supervisor, customer service and sales representative	yanbu

Professional skills:

	Computer proficiency
1	Proficiency in the use of global oracle software
2	Proficiency in the use of Microsoft Office suite
3	Proficiency in office work
4	Proficiency in the use of QNET and data cards
5	Proficiency in the use of copiers, faxes and scanners, working on them and preparing reports
6	Proficiency in the use of global oracle software
7	The ability to communicate with different types of people
8	Able to work under pressure and accept the opinions of others

Language Skills:

Appreciation :	the language :
middle	English
Mother tongue: Excellent	Arabic