

Adebh Abdulaziz Al jamal

OFFICE MANAGEMENT

PERSONAL DATA

Adibeh Abdulaziz Mohammed al-Jaml
Nationality: Saudi
Date of birth: 16/06/2000
Riyadh, Saudi Arabia

EDUCATIONAL QUALIFICATIONS

Technical College at Riyadh
Diploma in Office Management
Cumulative rate: 4.58 out of 5
With second class honours
Graduation year: 2021

COURSES AND CERTIFICATES:

Certificate in the activities of the Administrative
Technical Department of the College.
Cycle of loyalty and institutional affiliation.
Teamwork and task force building course.
Communication and dialogue skills course.
Job seeker skills course.

PRACTICAL EXPERIENCES:

Cooperative training at the Ministry of Transport in the
Department of Human Resources Development for one month
and three weeks.

SKILLS:

- Proficiency in using Microsoft Office software.
- Follow-up of documentation related to human resources management.
- Responsibility and fulfilment of obligation.
- Telephone and electronic communications.
- Organization of various secretarial work.
- Preparation of administrative correspondence.
- Proficiency in the use of modern technologies.

LANGUAGES:

Arabic : ●●●●●
English : ●●

TO COMMUNICATE:

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