

# C.V

## **Personal information:-**

- Name: Habib Salman Habib Alnasser
- Nationality: Saudi Arabia

## **Objective:-**

- Aiming to utilize my experiences as an Executive Secretary of Bin Habib Industrial Services to effectively satisfy the responsibilities at your company. I am a driven worker who can meet declines and is eager to help your company succeed.

## **Contact information:-**

- Mobile number: 0560065654
- E-mail address: [Habibsalman654@gmail.com](mailto:Habibsalman654@gmail.com)
- LinkedIn: Habib Alnasser

## **Qualifications:-**

- Education: Diploma
- Major: Executive Secretary from Institute of Public Administration
- Rate: 4.59
- Year of graduation: 2018

## **Experiences:-**

- Secretary in Bin Habib Industrial Services from 2018 to present  
(Preparing meeting-Email and Telephone processing-Follow up the work department-Organized archive)
- Saudi Aramco Industrial Cooperative Training Program from 2018-04-08 to 2018-07-08  
(Receptionist-Email Processing-Writing the report)
- Volunteer in The Health Volunteering Center from 2020-06-21 to 2020-07-20  
(Distributing brochures to spread awareness)
- Volunteer in Alaujam Charity Society from 2016 to 2018  
(Distributing charity basket in Ramadan)

## **Achievement:-**

- Graduate with honor degree (2018-5-17)
- The best employee for two times (2019-5-30/2020-3-25)

## **Courses:-**

- Fundamentals of management from Drop (2020-04-19)
- Leadership essentials from Drop (2018-12-15)
- Preparing correspondence from Institute of Public Administration (2018-02-13)
- Word processors from Edraak (2020-02-17)
- Deal with managers from Institute of Public Administration (2019-09-05)

## **Skills:-**

- Microsoft office
- Communication skills
- Ability to work under pressure
- Fast learner
- Teamwork
- Hard work
- Motivated and dedicated