

FAISAL KHALID ALSAEDI

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EXECUTIVE SUMMARY

I seek to develop the work environment, gain experience, reach my goal and the position I aspire to achieve and highlight the effective role in a competitive work environment to provide the best.

SKILLS

- Data Entry
- Excel
- Access
- Word
- PowerPoint
- Customer Service
- Organizing

LANGUAGES SPOKEN

Arabic

English

WORK EXPERIENCE

Secretary

SIBCA | May 2023 - Present

Administrative Officer

Al Othaim Pharma | July 2022 - May 2023

Assistant Store Manager

Rasen Foundation | Mar.2022 - July 2022

Trainee

Saudi Arabian Airlines Corporation | Nov.2021 - Dec.2021

Customer Accountant

Rasen Foundation | Oct.2020 - Oct.2021

EDUCATION HIGHLIGHTS

Associate Degree in Executive Secretary

Institute of Public Administration | Sept.2019 - Dec.2021

- GPA 4.59 / 5

Associate Degree in Computer Networks

Taibah University | Sept.2018 - May 2019

- GPA 3.46 / 5