



Mr. Fahad Alnajim

29 / 1 / 1995 | Saudi | Al-Ahsaa, Saudi Arabia | 0545308868 | Fahdan.49@gmail.com

Profile

I seek a position in your esteemed establishment that is in line with my qualifications and experience and serve to the benefit of your work in order to prove my competence within the tasks assigned to me.

Education

AL HOFUF, SAUDI ARABIA
Office Management | Associated degree
College Of Technology
GPA : 2.9 Out Of 5

Work Experience

PRESENT AL HOFUF, SAUDI ARABIA
Customer Service
National Water Company

12/2019 AL OYUN, SAUDI ARABIA
Secretary assistance
Ministry Of Environment Water & Agriculture
Time Period | 2 Years

04/2019 AL OYUN, SAUDI ARABIA
Administrative Communications
Ministry Of Environment Water & Agriculture
Time Period | 2 Years

AL HOFUF, SAUDI ARABIA
Receptionist
Al Ahsa Hospital
Time Period | 1 Month

04/2018 AL HOFUF, SAUDI ARABIA
Cashier
Alhokairholding
Time Period | 3 Months

Skills

- LANGUAGES

English **Limited**
Arabic **Native**

- COMPUTER SKILLS

MS Programs 

Cognitive Skills

Leadership

Teamwork

Problem solving

Thinking creatively

Flexibility

References

Available Upon request