

# Fahad Saleh Altulayhi

📍 Qassim

☎ +966536443753

✉ Faltulayhi@gmail.com

## Professional Summary

A passionate job seeker with strong organizational skills eager to secure entry-level positions. Ready to help the team achieve company goals, with high ambition and determination, a quick learner who can absorb new ideas and aim to attain the highest results and standards.

## Education

2020

Diploma degree of Office Management, technical and vocational training corporation at Al Qassim

## Work History

03.2023 - Current

### **Executive Secretary**

#### **Almasar Aljaded For Logistics Services - Qassim**

- Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attending meetings and keep minutes.
- Receiving and screening phone calls and redirecting them when appropriate

10.2017 - 10.2018

### **Government Relations Officer**

#### **Tybah Alasalah For Wholesale and Retail Trade**

- Submit relevant documents periodically to the labour office regarding cancelled / absconding employees.
- Complete departure and exit formalities for employees after cancellation of visas.
- Be up to date with regard to any changes or amendments to the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the HR Department advised of such changes

03.2017 - 10.2017

### **Government Relations Officer**

#### **Mohammed Hamad Alsuhil. Organization**

- Submit relevant documents periodically to the labour office regarding cancelled / absconding employees.
- Complete departure and exit formalities for employees after cancellation of visas.
- Be up to date with regard to any changes or amendments to the prevailing laws/rules/regulations, changes in forms /formats and other procedures and keep the HR Department advised of such changes.

04.2015 - 04.2016

**Procurement representative**

**Ibn Albahar**

- Researching and comparing suppliers, goods, and services.
- Selecting the most Suitable suppliers in terms of reliability, product Quality, and cost-efficiency.
- Monitoring Inventory levels and determining purchase needs.

**Skills**

- High computer skills (MS Office – Mac OS).
- Competent memos and reports writer.
- Experienced in creating databases.
- Team player, competent communicator, adaptable and punctual.

**Courses**

- Introduction in the information Technology, 2023
- Executive Assistant series- Practice MS Office Skills, 2023

**Languages**

**Arabic**

Native

**English**

Good