

# FAISAL ALBATTAL

## PERSONAL SUMMARY

Highly efficient and diligent administrative office professional with Two years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

## CONTACT



Alkharj



0582848887.



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## PROFESIONAL WORK EXPEREINCE:

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1. Administration Officer - Almarai  
From May 10-2019 till the present.
2. DP Clerk - Almarai  
From Mar 25-2018 till May 9-2019.

## EDUCATION:

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Diploma in Electronics Technology at Technical and Vocational Training Corporation in Alkharj 2011.

## TRAINING & DEVELOPMENT:

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- Planning, Organizing & Time Management Training.
- Managing and Analyzing Data in Excel (Office 365/Excel 2019).
- Python Data Analysis.
- Learning Data Analytics.
- Tech Soft Skills: Effective Technical Communication.
- Communicating Values.
- Communicating Non-verbally.
- How to be an Adaptable Employee During Change and Uncertainty
- How to Be a Positive Leader.

## SKILLS:

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- Strong skills in operating computer software required for business applications, such as Microsoft Word, Excel, Power Point, CMS, SAP, and more.
- Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale.
- Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
- Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.
- Highly capable oral and written communicator when discussing issues with staff members or delivering correspondence to individuals in writing.