

Faisal A. Al-Maghrabi

Personal information

Nationality Saudi
Date of Birth 22 Nov. 1978
Marital Status Married with two Childs

Contact

Mobile +966 558040555
Email f.almaghrabi@hotmail.com
Phone +96638587039
Address P.O. Box 77122
Dhahran 31952
Kingdom of Saudi Arabia

Objective

To Acquire A Challenging Position in Such An Organization, Where I Can Unveil My Potential, Achieve Mutual Progression, Transcend At All Levels And Be Part Of Organization Success.

Languages

Native Arabic
Fluent in English

General Skills

- Excellent communication skills.
- Ability to work with team or individually.
- Organized & punctual.
- Work under pressure.
- Effective Managerial skills.
- Problem solving skills.
- Task Management.
- Having a wide range of knowledge.

Technical Skills

Word ● ● ● ● ●
Power point ● ● ● ● ●
Excel ● ● ● ● ○
Data Entry ● ● ● ● ●

Education

Secretary diploma 1998
Institute of Public Administration Dammam

Experience

Admin & Government Manager Mar 2011 - up to now
At Al Hejailan Group

- The main commissioner to communicate with the General Water Desalination Corporation for all matters related to contracts and tenders.
- Responsible for attendance and leaves.
- Responsible for everything related to government affairs (Ministry of Labor, Ministry of Foreign Affairs, Muqem program and Passport Office).
- Responsible for administrative affairs for everything related to office rent, company licenses and follow-up.
- Responsible for employing talents and dealing with CV providers.

Customer Service Representative Mar 2009 to Mar 2011
At Bank Al Bilad

Held of positions as:

- Customer service representative.
- Customer service supervisor.
- Relationship officer.

Human Resource Administrator May 2007 to Sep 2008
At Jadwa Investment

Creating staff IDs - Issuing contracts - Dealing with staff vacations - Helping field project teams - Preparing overtime sheet.

- Worked there for three years.

Customer service Jun 2005 to Nov 2005
SNAS - DHL

Customer service Nov 2005 to May 2007
Mobily - Etihad Etisalat co.

Data Entry Employee & Admin Human Resources Dept Sep 2002 to Jun 2005
Arabian Geophysical & Surveying Co.
(ARGAS) AL-Khobar

Data Entry Employee - HR Dep. 2000 to 2001
Saudi Fisheries Company
Worked there for a year.

Training Courses

Secretarial Skills for Administrative Assistants 2003
ALTaweel training center (5 days)