

# HISHAM ABDULRAHMAN AL FOUZAN

## Office Manager

### CONTACT

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#### Address

2740 Hussein Bin Ali St  
Riyadh 7192-12477 Saudi  
Arabia

#### Phone

0570606253

#### Email

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### SKILLS

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MS suit, recruitment, negotiation, supply chain, office equipment, project management, time management, adaptability, attention to details, leadership, interpersonal skills, customer service, marketing.

### PROFESSIONAL

#### COURSES

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- Project Management Professional Course - 2019

An enthusiastic professional with 9+ years of solid experience in office administration seeking a challenging business management position to utilize my acquired knowledge and skills while progressing personally and professionally. Currently looking for an opportunity in Riyadh or Eastern Region preferably within administration or HR divisions.

### EDUCATION

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|-----------------|---|
| 2022 [expected] | <b>Bachelor of Business Administration</b><br><i>King Faisal University – Al Ahsa</i>           |
| 2008            | <b>Associate Degree in Computer Technical Support</b><br><i>College of Technology – Al Ahsa</i> |

### EXPERIENCE

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2022

#### Office Manager

Uxbert Labs

- organising meetings and managing databases.
- booking transport and accommodation.
- organising company events or conferences.

2019

#### Administrative Manager

Noor Al Tamween

- Maintained administration staff by recruiting and training new employees.
- Supervised clerical and administrative personnel.
- Communicated job expectations, appraising job results, and disciplining staff members.

2012 –  
2018

#### HR coordinator

#### Al Banyan company

- assist HR managers with recruitment, maintain employee records, assist with payroll processing and provide administrative support to all employees

#### Public Relations Officer

R. R. P

- Planned publicity strategies and campaigns.
- Produced presentations and press releases.
- Handled enquiries from external organisations.
- Organized and attended promotional events such as press conferences, open days, exhibitions, tours and visits.