



# Ibrahim Fouad Al- Madluh

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## Education

Diploma of: **Accounting, 2011**  
College of Technology, Qatif

Diploma of: **networking Computer, 2009**  
Khaleej training education institute (New Horizons), Dammam

## Work of Experience

**Administration Assistant** - April 2012 to April 2020  
**Petrofac Saudi Arabia Co. Ltd.** Al-Khobar

- Ministry of Affairs
- Ministry of Labor
- Mugeem e-service
- Passport Office

**Customer Service** - July 2008 to April 2009  
**Muntazah World Company Ltd. Holding**, Saihat

- Take Orders,
- Give the customers information and services
- Follow up the work progress.

**Receptionist** - July 2006 to September 2007  
**AI ALAMDLUH Dispensaries**, Saihat

- Answer the phones
- File records, Assist patients
- Handle mail
- open file

## COURSES & Training Certifications

- Training in Human Resources Management by Chamber of Commerce Training center.
- English Language Al-ezdihar Institute for Languages.

## Skill Highlights

- ❖ Microsoft Office Pack
- ❖ Learning new concepts quickly
- ❖ Organization and Planning
- ❖ Time Management
- ❖ Adaptability
- ❖ Print and scan management
- ❖ Computer Skills
- ❖ work under pressure
- ❖ Team Worker
- ❖ Responsibility
- ❖ Filing and paper management

## personal information

Ibrahim Fouad Al- Madluh

Date of Birth: **04/08/1986**

Marital Status: **Married**

**Address:**  
Eastern Province Saihat

## Languages

- Arabic
- English

## Achievements & Awards

- Eve Awards for 2016. (Excellence, Values, Energy).
- Employee of the Year 2015.