

# Jafar Alnasser

## Office Administration Graduate

An independent and self-motivated office administration graduate with proven procurement, sales, administrative, HR and customer services skills. Currently looking for administrative positions to utilize my professional skills.

✉ JafarAlnasser56@gmail.com

☎ 0545504225

📍 Eastern Province, Saudi Arabia

## EDUCATION

### Diploma of Office Administration Technical College, Qatif

2020 - 2022

5/4.67

## WORK EXPERIENCE

### Coop Trainee

#### Mohamed Ali Al-Faraj & Co. General Contracting

01/2022 - 06/2022

Saudi Arabia, Qatif

*I had the opportunity to work in HR department and learn the required skills by doing different real work duties*

#### Achievements/Tasks

- Maintaining database by entering new and updated customer and account information
- Accurate daily attendance and leave records
- Working on applying and renewing the necessary licenses for employees
- Performing routine tasks, such as answering and directing calls, writing emails, preparing reports, organizing and archiving files
- Working on different government platforms including Qiwa, HRSD, and Muqem'
- Calculating bonuses and allowances
- Preparing employees' compensation by the end of each month using Excel
- Updating internal payroll databases and ensuring timely payments

### Cashier, Delivery Driver

#### Uncle Burger

2019 - 2020

Saudi Arabia, Qatif

#### Achievements/Tasks

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit
- Issuing receipts, refunds, change or tickets

### Cashier

#### Layaly Albatool Restaurant

2019

Saudi Arabia, Qatif

## SKILLS

Time Management

Microsoft Office

Communication Skills

Organizational skills

Working under pressure

Multi-tasking

Ongoing learning

Customer Services

Critical thinking and problem solving

Flexibility

## CERTIFICATES

ARAMCO Summer training (05/2018 - 06/2018)

## LANGUAGES

Arabic



English



## INTERESTS

Learning

Reading

Video Games