

Khalid Alrowis

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❖ Career Objective:

An enthusiastic library administrator, seeking for a job demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I got the opportunity for continuous learning.

❖ Education:

Diploma of library administration at General Organization for Technical and Vocational Training.

- Graduation Date: January 2021.
- GPA:3.56/5

❖ Courses:

- Time Management
- Stress Management
- Quality Management
- Office Management And Technology
- Administrative Communications
- Human Resource Management
- Microsoft Office

❖ Experience:

Machine Operator Assistant at Saudi Modern Company For The Manufacture Of Metals, Cables And Plastic

Nov 2016 – Aug 2017

Correspondence Editor at Al Sharq Packaging Factories

Oct 2018 – Jan 2022

❖ Interpersonal Skills: Teamwork, Leadership, Decision Making, Motivated and Adaptability

❖ Language:

Arabic: Fluent
English: Good