



Khalid AlBassam

Overview

An ambitious, quick learner and willing to develop, with experience in different administrative positions.

Education

Diploma Degree in Executive Secretary (GPA 4.88)
King Saud University (2022)

Experience

o Logistic Data Entry

SMSA (Dec 2019 – Present)

o Customer Service (Call Center)

Dellah Hospital (Feb 2019 – Apr 2019)

o Government affairs representative

AlBayt Almamur Co.(Nov 2016 – Feb 2019)

o Porter

SMSA (Jul 2014 – Jun 2015)

o Customer Service (Call Center)

Al-Rajhi Bank (Jul 2012 – Jun 2013)

Certifications

- Problem solving skills.
- Teamwork skills.
- Leadership skills.
- Microsoft programs,
- Labour culture as per Saudi labour Law.
- Successful communication skills in the work environment.
- Preparing reports and correspondences.
- Training courses in recruitment support to develop skills program.
- Smart work ethics.

🏠 Riyadh, SA

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Skills

Project Management	██████████
Communication Skills	██████████
Time Management	██████████
Problem-Solving	██████████
Teamwork	██████████
Detail-Oriented	██████████

Languages

Arabic

English