

Khalid Adnan Alfatta

Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well and hard with people to attain the highest levels of progress and gain experience achieve excellence.

Personal Data:

- ❖ *Name: Khalid Adnan Salem Alfatta*
- ❖ *Mobile Number: +966542444396*
- ❖ *Date of Birth: 7/10/1990*
- ❖ *Email address: KhalidAlfatta@gmail.com*

Education and Certificate:

- ❖ **2004 – 2005** **Computer Course** **Jeddah, Saudi Arabia (KSA)**
 - **Complete the four levels.**

- ❖ **2010 – 2011** **Drexel ELC** **Philadelphia, Pennsylvania (USA)**
 - **One year of English course.**

- ❖ **2010 – 2013** **Community College** **Philadelphia, Pennsylvania (USA)**
 - **Business Administration and management, General Diploma.**

- ❖ **2015 – 2016** **Faisal University** **Jeddah, Saudi Arabia (KSA)**
 - **Drafting of employment contracts.**
 - **The investigation of irregularities.**
 - **The employee rights in social insurance.**

Work Experience:

- ❖ **2007 (3 years)** **Sarabeel** **Jeddah, Saudi Arabia.**
 - **Human Resources assistant.**
- ❖ **2009 (1 year 7 mos)** **Readah (Ministry of Trade)** **Jeddah, Saudi Arabia.**
 - **Customer Support Supervisor.**
- ❖ **2014 (2 years)** **Bader FiberGlass Company** **Jeddah, Saudi Arabia.**
 - **Human Resources Manager.**
- ❖ **2016 (2 years 4 mos)** **Zain Telecom company** **Jeddah, Saudi Arabia.**
 - **Operation coordinator, B2B account support..**
- ❖ **2018 (Present)** **Zain Telecom company** **Jeddah, Saudi Arabia.**
 - **SME Business Development Executive.**

Computer programs:

- **Oracle System**
- **Microsoft office**
- **Computer Proficiency**

- *SAP System*
- *JAVA*

Skills:

- *Fully adapt to work with the team*
- *Health & safety knowledge*
- *Tact and good conduct*
- *Ability to perform under pressure*
- *Ability to deal with analytic software*
- *Communicator and persuasive*
- *Understanding management*
- *Motivated for challenges*
- *Applications developments*
- *Dreamweaver*
- *Webmaster and Servers security*

Course in Self-Development:

- *Leadership Essentials*
- *Financial Awareness Program*
- *Ethics in mixed work environment*
- *Course of the executive*
- *Improve your website to support your marketing efforts*
- *Computer skills – Microsoft*
- *Introduction to HR functions*

Interests:

- *Computers*
- *Internet*
- *Social network*
- *Design, Media*
- *Programming*

Languages:

- ❖ *Arabic: Native*
- ❖ *English: Good*