

MAHMOUD ALNAKHLI

Looking for new challenge

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Yanbu



SUMMARY

Hardworking and versatile administrative assistant with proven organization skills and through knowledge of corporate polices and procedure. Excellent communication and people skills with extensive strategic planning capabilities.

EDUCATION

High Diploma at Information Technology and Computer

Yanbu Industrial College

2011

GPA
2.08 / 4

LANGUAGES

English

Advanced



Arabic

Native



TRAINING / COURSES

Digital Marketing Diploma

IT in the work Place-How to present data

introduction to Human Resource Function

introduction to Microsoft Outlook

DevRel MENA Study Jams

Cyber Mobile

The Basic Of Digital Marketing ITIL

EXPERIENCE

Computer technician

Yanbu Industrial college

2011 - 2015 Yanbu

Education

- Identifying and troubleshooting problems.
- Maintaining hardware and software.
- Resolving network and connectivity issues.
- Repairing motherboards and upgrading firmware.
- Installing software applications and CRM programs.
- Handling security updates.
- Providing technical support.
- Testing and debugging programs.
- Managing workstations.
- Coaching end-users.

Admin Clerk

Isam Kabbani and partner

2015 - Ongoing Location

Company for construction, construction and reconstruction

- Handle office interactions with outside visitors. This includes greeting and directing guests, answering phone inquiries, and handling requests or complaints in a professional manner.
- Keep track of inventory and work with supply vendors to ensure a well-stocked office.
- Occasionally travel off-site to deliver files and reports to various departments within the organization.
- Maintain files with confidentiality in an easily accessible format.
- Coordinate communication between various departments, schedule meetings, distribute reports and keep all parties informed of general business operations.
- Operate and maintain office machinery, including copiers, fax machines and printers.

SKILLS

Troubleshooting

Teamwork skills

Excellent communication skills

Working knowledge of Microsoft

SAP system

Digital Marketing