

Mashail Mohammed Adam

Personal profile

As a confident graduate with administrative experience in an international company, I am seeking for a challenging role to further enhance my current skills and experiences. I am a committed professional who works well in a team and under pressure.

Personal details:

D.O.B 4/10/1997

Email: mesh.d@outlook.sa

Nationality Saudi

Mobile: 0545692102

Skills:

- ◇ Ability to read, write & communicate in English.
- ◇ Computer skills Microsoft office.
- ◇ Communicate clearly with customers & co-workers.
- ◇ Think outside the box in creative ways.
- ◇ Ability to type emails and reports proficiently

Education and qualifications:

Diploma in Small Business Management 2015- 2018
International Technical Female College at Al Khobar

Work Experiences

	Date
Student Achievement Support – The Oxford Partnership	2019- Currently
Travel Agent Operator – Dnata Travel Agency	2018- 2019
Facilities Officer – Interserve	2018
Administrator- 22 Primary school	2016-2017

Certificates

- ◇ Business administration diploma
- ◇ Cambridge English Entry Level Certificate in ESOL international (Entry 3) (Preliminary)
- ◇ B1 – Cambridge English Language Assessment.
- ◇ International Certificate in IT Skills – Cambridge International Examinations Microsoft.
- ◇ Sabre and Galileo certificate travel agency for 6 months

