



# Muhammad Saad Al-Salem



## Address

Riyadh, Saudi Arabia



## Phone

0592710554 - 0506041495



## Email

m.s.alsalem554@gmail.com

## Skills:

- Microsoft Word
- Microsoft Power point
- Microsoft Excel
- Oracle ERP

## Language:

- Arabic: Mother Language
- English: intermediate

## Education

- Diploma, Executive Secretary
- General Organization for Technical Education and Vocational Training

## Practical experiences

- Pioneers Outsourcing Company from 2020 to 2020
  - Collection Officer
- Arab Al-Tayser Company 2017-2019
  - Operations 2019-2019
  - Cashier 2017-2018
  - Collection department 2017-2017
- Diplomat Car Rental Company 2016-2017
  - Employees Affairs Department Supervisor
- Dawood Factory 2015-2016
  - Sales Supervisor
- Saudi Hollandi Bank 2009-2014
  - Customer services
- Fawaz Al-Hokair Company (Retail Trade) 2008-2009
  - Administrative assistant in employment department
- FIPCO Company 2006-2008
  - Executive Secretary

## Courses

- Professional behavior course
- English Language course
- Human resource management course