

# Mohammed Abdullah Alkhalidi

📍 Al-Kharj, Kingdom of Saudi Arabia

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## Languages

- Arabic
- English

## Professional Experience

**Data entry specialist, rock stone factory**  
Mange factory's records using Excel

## Education

**Community College of Prince Sattam bin  
Abdulaziz University**

Computer Programming – diploma

Graduation Date  
05/2018

## Courses

**English Language course (Professional  
workplace language)**

**Search Engine Optimization**

**Introduction to human resources tasks**

## Skills

- Use computer and MS office software
- Communication skills
- Problem solving and decision-making
- Time management and prioritization
- Ability to perform under pressure