

# Musab Ibrahim Aljarboa

**Address:** Qassim - Buraidah

**Phone:** 0552297443

**Email:** musab.ibrahim103@gmail.com

---

## OBJECTIVE

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction.

---

## WORK EXPERIENCE

03/2017 - 04/2018

### Trainee Student, AL-hyat Company

Responsibilities:

- Managing employee records in the company
- Entering employee data
- Inventory Management
- Dealing with suppliers
- Coordination with other departments to conduct meetings

06/2014 - 09/2014

### Sales, Al-Sadhan Hyper Market

Responsibilities:

- customers service
  - Sell products.
- 

## EDUCATION

2018 - 2020

**Diploma of Human Resource**, AL Qassim University

---

## ADDITIONAL SKILLS

- Microsoft Office package: Microsoft Word, Excel,
- Ability to adapt in the work environment.
- Ability to work collectively in one team
- Ability to analyze and solve problems.
- Good e-mail handling data

## CERTIFICAES AND COURSES

- Introduction to Human Resources
- Customer service and understanding customers.
- methods of communication in the work environment
- Leadership skills