

Naif Almulla

Office Management

Looking forward to working on myself and skills development and improve my work performance and increase my efficiency to achieve my goals.

✉ naifmulla11@gmail.com

☎ +966548997513

📍 Khobar - Available to relocate

WORK EXPERIENCE

Coop trainee

Saudi electricity company

01/2019 - 03/2019

Internship

Khobar

Trainee - Archive Department

Walaa cooperative insurance

04/2019 - 08/2019

Trainee

Khobar

Customer Service Representative

Nayifat for financing

03/2020 - 12/2020

Khobar

Secretary

Rashed A-ALRASHED&SONS GROUP

01/2021 - Present

Secretary

Khobar

Job Description

- Archiving contracts
- Dept collector from clients
- Admin support

EDUCATION

Diploma of office management

College of Technology

2017 - 2019

Alhassa

SKILLS

Team player

Creative thinking

Self Development

Adaptability

Microsoft office

Decision maker

CERTIFICATES

Real estate brokerage (06/2021)

LANGUAGES

English

Limited Working Proficiency

Arabic

Full Professional Proficiency