

Nawwaf Al Hawsawi

Objective

Get experience and reach to the highest level in profession, work, and to rise the facility to the highest level of quality



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K.S.A. Riyadh



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Experience

November 2013- Present, Riyadh

- **Secretary I**
King Fahad Medical City (Pharmacy Services Administration)
 - coordinating or arrange a meeting for the department including the attend to take the minutes
 - responsible for the personal files for the employees of the department
 - Dealing with Customers Complaints
 - Assist in recruitment issue that related to the department

July 2011- September 2013, Riyadh

- **Coordinator for marketing and Sales Department**
Saudi Asateer for precast system
coordinating or arrange a meeting for the department
 - responsible for make the offer of quotation for the company
 - communicate with the customers for any requirements including the commercial for the company
 - responsible for saving the important files regarding the company

Education

2010, Riyadh

- **Executive Secretary**
Institute Public Administration

Skills

- excellence in the Microsoft Program office
- Attention for details
- Fast Typing for both Arabic & English
- Excellent communication skills
- excellent customer care

Languages

Arabic
advance

English
advance

Certifications & Courses

(International Business training Association - Customer Service certificate 2018

(International Business training Association) - Leadership certificate 2018

(International Business Training Association)-Sales Certificate 2018