

Bander Althobaiti

Riyadh - Contact: 0533231138 Email: Balthobaiti@gmail.com LinkedIn: Bander Althobaiti

OBJECTIVE

Seeking a job opportunity fitting my skills and knowledge and gives a great opportunity of learning and progressing.

EDUCATION

OCT 2017 – MAY 2020

diploma of Office management, College of Technology – RIYADH

EXPERIENCE

JAN 2020– MAR 2020

Secretary, Riyadh College of Technology.

- Daily mail receipt
- Show mail to the manager
- Taking notes
- Fetch files when requested

SKILLS & LANGUAGE

- English Language
- Microsoft Office
- Communication
- Leadership
- Teamwork
- Microsoft Office
- Flexibility

COURSES

- Infographic skills
- Customer service skills
- Creative thinking
- Introduction of cyber security
- Self-empowerment
- Teamwork skills
- stress at work