

Rashed Fahad Yousef Almuraysil

Details

Social status: single

Alhassa

Saudi Arabia

0562832181

rashedf999@gmail.com

NATIONALITY

Saudi

DATE OF BIRTH

18/7/1997

Skills

Time Management

Critical thinking and problem solving

Fast Learner

Ability to Work Under Pressure

Leadership Skills

Ability to Work in a Team

Communication Skills

Microsoft Office Proficiency

Languages

Arabic

English

Profile

My ambition is to enroll in a professional work environment enable me to develop my practical and investigation skills, my goals for living and contributing to developing the employer that i will join to achieve the goals common

Employment History

Saudi Arabtec , Clerical Administration , Dhahran

MARCH 2021 – MARCH 2021

My responsibility are to mange office work such as email correspondence and reports , in addition to organizing meetings and receiving visitors in the company

Education

Diploma college of technology at alahsa certifies , Alahsa

MAY 2020

GPA 3.22

the associate degree of college of technology from the department of management of technology in the field accounting

National industrial training institute , Alahsa

JANUARY 2018

completion certificate of nine months apprenticeship program after fulfilled requirement clerical administration

The board of international trainers in america , Alahsa

OCTOBER 2019 – DECEMBER 2019

Training course human resources management diploma this course is 72 hours training period and was carried out by Alahsa chamber

MARCH 2021 – MARCH 2021

Internships

Ministry of environment water&agriculture , Alahsa

JANUARY 2020 – APRIL 2020

General administration of financial and administrative affairs

Courses

On completing the course introduction to human resources function , 4 hours of training , dorooob wishes online

APRIL 2020

Master microsoft excel 2013 , 6 hours of training , dorooob wishes online

APRIL 2020

MARCH 2021 – MARCH 2021

Extra-curricular activities

General spots authority , volunteer , Alahsa

NOVEMBER 2015

participation in the scout disability energy program

MARCH 2021 – MARCH 2021