

SAEED ABDULLAH AL JARAD

Executive Secretary

CAREER OBJECTIVE

A highly motivated and hardworking person . seeking for success in an environment of growth , excellence and earn the work that provides me satisfaction and self- development work and help me to achieve personal as well as organization goals .

CONTACT

PHONE:
0536830755

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Saed1221@gmail.com

COURSES

Certificate of Time Management from Dorooob-2021 .

Certificate of Problem Solving in the Workplace from Dorooob-2021 .

EDUCATION

Diploma in Executive Secretary 2016 -2018
INSTITUTE OF PUBLIC ADMINISTRATION (IPA)
Dammam, KSA / Average: 4.60 out of 5 .

WORK EXPERIENCE

TARWE EJ-MOHAMMED YOUSEF NAGHI. CLIENTS SERVICE COORDINATOR.
02/2019 – 02/2021

- Follow up our clients contract implementation with the merchandiser and supervisor .
- Checking our clients delivery plan daily and follow up the receiving .
- Capturing our clients complaints and ensure to close them on time .
- Ensure the daily services completed as required with the merchandiser .
- Capturing our clients weekly activity and make presentation .
- Prepare rotation plan for some SKU .

SKILLS

- ✚ Sincere, hardworking and cooperative .
- ✚ Good experience in computer and programs .
- ✚ Good communication skills
- ✚ Good command in English Language .
- ✚ Discipline in working times .
- ✚ The desire to learn and develop .
- ✚ Skilled in Microsoft Office Programs .
- ✚ Excellent typing skills .