



Salem Yousef Alajmi

PERSONAL INFORMATION

Full name :Salem Yousef Abdullah Alajmi
Nationality : Saudi
Gender : Male
National ID: 1101880910
Date of birth : 18/11/1998

EDUCATION

Jubail Industrial College - Jubail Industrial City **2017 - 2020**
Qualifications : Associate Degree
Specialization: Office Management
GPA: 3.41 out of 4

WORK EXPERIENCE

Cooperative Work Experience **26-Jan-2020 to 07-May-2020**
Administrative at SABIC Company

SPECIAL SKILLS

- Time Management :
(The first student graduate from Jubail Industrial College without any absent and late for all semesters and in all courses)
- MS Applications (word, Excel)
- High communication skills.

COURSES

- Microsoft office specialist –Office word 2013
- Time Management
- Leadership skills
- Effective public speaking skills for leaders
- Entrepreneurship with 2030 vision
- Successful Communication Skills in the Workplace
- The Fundamentals of Event Management
- Volunteer Management: Volunteer Work Design

OBJECTIVE

To be an effective supervisor, manage a qualified staff team and to facilitate a productive working environment.



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HOBBIES

Travelling
Writing
Reading
Photography

LANGUAGES

-Arabic
-English

REVERENCES

Available on request