

Curriculum Vitae

Name : Talal Abdullah Khojah
Nationality : Saudi
Marital Status : Married
Mobil : 0555365680

Academic Qualification:

Secondary school certificate / Technical Diploma.

1. Typewriting Technician Certificate from Marine training Institute at Jeddah.
2. A certificate of preparing trainers in clerical jobs and military service.
3. Marine Technical sergeant Graduate Certificate from Marine Training Institute at Jeddah.
4. Completion Certificate in preparing official correspondences in R.C.
5. Completion in English language / Yanbu Industrial College.
6. Completion Certificate in Computer / R.C.
7. Completed the necessary courses of Retail Management (Panda) .

EXPERIENCE:

- Typewriting Trainer: Training the Institute students of Secondary Division in Typewriting, military administrative subjects.
- Infantry: Training Institute students in military field exercises.
- Secretarial work: Writing and printing the official letters for the office of the Marine Captain (1991 – 1993).

Residential Area Supervisor:

Supervising all the cleanliness works in residential area in Jazeerah Establishment.

Manager of Administrator office in Cleanliness Department:

Grade 5/Direct Hiring / Arranging Administrative Work and writing official letters to departments and the contractor. Following up the works of outgoing and incoming letters of disposal of the solid wastes, pest control and public facilities cleanliness contracts (1994 -1997).

Residential Area Supervisor:

Grade 7 / Direct hiring / Supervising field performance of the contractor such as cleaning residential areas and mechanical sweeping. The number of the staff supervised by me was as follows: 170 laborers, 10 foremen. Follow-up of cleaning works and participating in preparing the necessary reports(1996-1997).

Pest control Department:

Supervising field performance of the contractor of pest control and administrative works follow-up and participating in preparing schedules and planning in emergency cases (1997-1999).

Supervisor of School Cleanliness:

Supervising the staff dealing with cleaning R.C. schools. The number of staff was 50(direct hiring) in addition to 30 support staff in the contract of public Facilities Cleanliness (1999-2001).

Supervisor of Sanitation Services:

In-charge for Sanitation services in all Saudi Aramco- Yanbu facilities. Supervised 6 Drivers and 22 labors assigned in different areas of Aramco(2004-2006).

Appreciation letter from High Sport committee for Sport Tournament.

Appreciation letter from VP of Community Area of Royal Commission.

Appreciation letter (02) from Almajal Service Master Co.

Appreciation letter from Panda

Appreciation letter from Panda Best Employee of the Year 2015 ..

Support services supervisor:

Supervising the transportation department - housing - company facilities (2008-2010)
Flat glass factory,,

Administrative Coordinator - Recruitment Officer - Social Insurance Officer:

Coordination between the administration and the markets ... Reviewing some government departments - Human Resources Department - Following up procedures for new employees - Following up all social insurance procedures .. (2012-2021) Panda Retail Company ..