

WALEED HAMOUD ALNEFAIE

Highly ambitious! I have knowledge in operation and maintenance of electronic machines and devices. To obtain an advance level position with a growing organization, in which I can successfully utilize and improve my skills.

PERSONAL INFORMATION



Riyadh



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TRAINING COURSES AND CERTIFICATIONS

- Computer - Higher Management Training Institute, 2019
- Project Management - Higher Management Training Institute, 2019
- Training Certificate (Administrative Assistant) - Saudi Electricity Company, 2019

EDUCATION

2019 | Technical College in Riyadh

Intermediate Diploma, Electronic Technology Department, Industrial Electronics and Control.

WORK HISTORY

2018 | General relations employee, Durar Ramah Foundation

- Taking advantage of my computer skills in data entry and completing tasks.
- Gain experience in dealing with customers.
- Resolve problems facing customers.

2020 | Reception employee, Accor Palace Hotel

- Responsible for managing customer reports, including updating customer informational and financial details.
- Customer service, including solving customer related issues.

SKILLS

- Time management
- Communication skills
- Teamwork skills
- Fast learning
- Fast thinking
- Problem solving
- Microsoft Office programs
- Ability and knowledge of operation and maintenance of electronic machines and devices