

Yasser Alzeer

Administrative clerk

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| **LinkedIn** <http://linkedin.com/in/yasser-alzeer-72609a202>

Profile summary

Highly motivated, ambitious and hardworking. Interested in learning new skills every day. Skilled in System , SAP Success Factors. Have diploma degree focused in Accounting and human resources and management assistant.

Work experience

Administrative clerk

Saudi Aramco , Udhailiyah

November 2017 – present

- **Training program for one years and five months**
- **Work as a secretary for Div.Head**
- **Provide a clerical support for the Division**, taking phone calls,Records and document filings,Arranging appointments,ordering office supplies, scanning documents and distributed
- **Assist the Div Head for his daily task**, Creating a weekly highlights for the division about job completed on oil and gas sites and training employees ,minutes of meeting
- **Documents controller**, control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy
- **Contracts and invoices reviewer**, Initiate contract release purchase order to services company to operate the gas sites and oil sites and match it with invoices
- **HR**, create overtime and vacation for the employees, review the travel experiences, coordinate the tasks for employees to take a grade, enroll employees on courses to develop their skills

Accountant

Alanwar factory , Riyadh

June 2017 – October 2017

- Journal Entries
- Prepare employees payrolls
- Working on overtime sheet

Education

College of technology,Riyadh

Diploma in Accounting (4.40)

August 2015 – May 2017

Skills

- Microsoft office
- SAP
- Clerical skills
- communication
- Flexibility
- Work under pressure
- Team work
- Multi task
- Typing

Course

- English language
- SAP
- Accounting
- Typing

LANGUAGE

- English (Advanced)