

# Ali Ibrahim Al-Wadai

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📍 Saudi Arabia, Dammam

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## OBJECTIVE

To work for the interest of the company where a position offering an opportunity for growth and development of my professional career, and to enhance experience, abilities and core values.

## EDUCATION

High Diploma: Marketing, 2020

Jubail Industrial College – Jubail Industrial City, Saudi Arabia.

## CO-OP TRAINING

Co-Op Training In Administration Of Jubail Industrial of College

From Sep 2019 Till Jan 2020

Position : Admin Assistant

Duties And Responsibilities:

1. Handled daily tasks which included answering calls and queries, and filling documents.
2. Experience in ERP System.
3. Discovered, negotiated and secured new relationships with employers as trainee.
4. I performed a couple of presentations in front of all the employees in the administrat Jubail Industrial College to improve strategic plan in the College.

## EXPERIENCE

Ahmed Alwadai Contracting Company

From Oct 2014 Till Jan 2018

Position : Relation Officer

Duties and Responsibilities:

1. Renewal Of All Company Documents And Licenses.
2. Conducting The Delivery Of Letters Issued To Government Agencies.

## SKILLS

- Able to work under pressure.
- Corporative worker, and hard worker in any kind of administration.
- Communication skills.
- Microsoft Office.

*Ali Ibrahim Al-Wadai*