

BATAL Abdullah Al-Mutairi

CAREER OBJECTIVE

Highly hardworking developer with ability to work under pressure, and I have Communication skills, Time management, Seeking for job opportunities that match my qualifications and skills.

EDUCATION

Diploma in Applied Computer Science (Applied Programming)

Imam Muhammad Bin Saud Islamic University

WORK EXPERIENCE

- 11/03 2020 ● follower writer
30/11 2020 Alia Thamer Tarish Al Shammari Contracting Est
- 28/11 2018 ● Public Administrative Clerk
7/03 2019 Mohammed Mohammed Al-Rashed Trading and Contracting Company
- 09/1 2020 ● customer service
06/24 2021 Al Waha Trading and Contracting Co. Ltd.
- 07/27 2021 ● customer service
12/19 2021 Call Center Company Project Tawakkalna

COURSES

English Language course

Gulf Institute

Administrative assistant skills

Atwar Training Center

Report writing and administrative correspondence skills

Atwar Training Center

Human Resource Management

Saudi Specialized Higher Institute for Training


Electronic secretarial applications and smart office management

Atwar Training Center

Effective communication skills

Atwar Training Center

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 Riyadh

PERSONAL SKILLS

Leadership

Communication

Self-motivation

Decision Making

Time management

Work under pressure