

# Sultan Saad Saleem Al-johani

MANAGER ASSISTANT

## CAREER GOAL

Join a professional work environment that enables me to develop my practical skills and gain new experiences and skills. I also want to be an active and productive member and I aim to achieve success, development and contribute in the improvement of my employer.

## PERSONAL INFORMATION

Email: Sooaan90@gmail.com  
Phone: 053 887 8022  
Nationality: Saudi  
Marital Status: Single  
Date of Birth: 14/05/1993  
Place of residence: Yanbu Albahar

## SKILLS

- Decency in dealing with others.
- The ability to deal with others and the flexibility in dealing with customer problems.
- Time punctuality.
- Excell in using computer and microsoft.
- Self development.
- English is good.



## EDUCATION

### DIPLOMA - YANBA APPLIED COLLEGE

Hyksar Solutions | Jan 2017 - present



## CAREER SUMMARY

### 1441-1440 | REHABILITATION ASSOCIATION FOR THE REHABILITATION OF PEOPLE WITH SPECIAL NEEDS AND THE ELDERLY PEOPLE.

Assistant Manager .

### 2019 - 2020 | Rotary Engineering Saudi Arabia Company Ltd.

GENERAL ADMINISTRATIVE CLERK, ASSISTING IN ALL ASPECTS OF ADMINISTRATIVE ORGANIZATION, DIRECTORY MAINTENANCE, COORDINATION BETWEEN DEPARTMENTS AND WORKING UNITS IN SOLVING ADMINISTRATIVE AND DAILY OPERATIONAL PROBLEMS.



## COURSES

- English language course for one year from Prince Sultan College Tourism and Management in Jeddah.
- One week sales management course from Yanbu Technical College.
- English conversation and listening course.
- Microsoft office word expert / courses 70529 from (10/01/2016 to 01/02/2017)