

Fahad Ibrahim Alenezi

+966500199366

25/06/1994

fahadalen@hotmail.com

Saudi Single



Seeking to develop my skills and abilities to ensure the effective participation in achieving the objectives of the corporation I belong to, for further progress of the community.

Education



Admin. Assistant Program
Certificate

Jubail Industrial College
Grade: B / Very Good
Graduation year: 2014



Certificates



IELTSCertificate

Grade: 4



Languages

Arabic  ★★★★★

English  ★★★★★



All references are available upon request



EXPERIENCE



Collector

Alareedh Company

Responsibilities:

Coordinating staff activities and reducing the overlooked cases
Overseeing collection of outstanding credit & invoices and increasing successful collections

Analyzing data & running reports for managers & executive staff members

Building a strong working relationship with clients



COURSES



- 2015 English Language Program (Level 105)
ELS Language Centers, USA 106 Hours
GPA: 2.00
- 2015 English Language Program (Level 104)
ELS Language Centers, USA 118 Hours
GPA: 2.72
- 2015 English Language Program (Level 103)
ELS Language Centers, USA 111 Hours
GPA: 2.20
- 2015 English Language Program (Level 102)
ELS Language Centers, USA 114 Hours
GPA: 2.39



SKILLS



Punctuality



Self-Development



MS Office



Computer Skills



Teamwork



Decision Making



Communication Skills



Leadership Skills