

# Curriculum Vitae

**Name:** Abdurahman bin Ibrahim Mohamad Al Ahmad

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## Certificates:

- **Administrative Works Diploma from National System Training, Riyadh -two years.**
- **Intensive English Language Course from Arab Open University, Riyadh.**
- **Customer Service Course from Riyadh Group of Companies, Riyadh.**
- **Supply Diploma from Professional Technical Training Institute, Riyadh.**
- **English Language Course from British School, London, UK.**

## Experience:

- **Executive Secretary ( Sahel Areej Trading & Contracting Company ).**
- **Customer Services ( Al Rajhi Bank ).**
- **Business Analyst & Corporate Finance Specialist ( Al Rajhi Bank ).**
- **General Manager ( Dar Sahl Trading & Contracting ).**
- **Total of experience ( 15 years ).**

## Personal skills:

- **Typing both Arabic & English.**
- **Computer Literate ( Internet browsing, windows, word, excel, etc... )**
- **Group Managing, Excellent dealing with bosses and subordinates.**

- **Time Managing, perfect work completion in shortest time.**
- **Cooperate and work with colleagues as a team.**