MOHAMMAD ALZAHRANI

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PROFILE

Graduated Student in Associate of Science in Office management. My main objectives are:

- seeking for joining a challenge job in a progressive organization where I can be best utilized according to my abilities, performance and efficiency in office Management workplace
- Get a position in a reputable company, where i can face new challenges and improve my skills, knowledge, and abilities

WORK EXPERIENCE

TRAINING AND DEVELOPMENT
(SASREF COMPANY) - Jubail, Eastern Province

- Coop in Saudi Aramco Shell Refinery (SASREF).
- Training and Development Department (4 Months)

Feb 2019 - Aug 2021
PUBLIC RELATION OFFICER
Human Resources Department
(SAIPEM COMPANY) - Dammam, Eastern Province

- Dealing with Saudi Aramco and Government Departments to make access and gate passes for our employees to join the projects that between SAIPEM & Aramco.

Feb 2022 - Current
Administrative Assistant
(AlFozan Holding) - Khobar, Eastern Province

- Wrote reports and correspondence from dictation and handwritten notes.
- Managed clerical needs of employees, including administrative support, file management and stationery supplies.
- Drafted meeting agendas and followed up on team action items.

SKILLS

- Typing (English - Arabic) professional
- Spreadsheet (Excel) English - Arabic
- PowerPoint
- Word processing English - Arabic

EDUCATION

2018
Associate of Science: Office Management
Jubail Industrial College
GPA: 3.02/4

LANGUAGES

Arabic: Native language
English: C2
Master or proficient

PERSONAL SKILLS

- Quick Learner
- Flexibility
- Time management
- Able to work under pressure
- A self-motivated
- Excellent communication

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