

RESUME

Name : IBRAHIM NASSER BAHRI

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Career Objective:

Harnessing the strong sense of responsibility the details in the work and the strong motivation to work and take advantage of advantage of the qualifications, skills and experience problems and write requirement , plans and systems , prepare and schedule interview rooms , contact candidates, evaluate employees and meet the needs of departments and public relations.

Experience:

Administrative

Hanwha Saudi Contracting Co (Apr2015 to Sep-2021)

Follow- up of the company's work coordinating departmental work-organizing meetings – implementing decisions – evaluating work preparing studies and research for the company follow-up of the company directors work receiving guest preparing the managers schedule accompanying the director numbers of studies required by the director following up and developing decisions and other following up and developing the affairs of Administrative affairs following up on public relations and carrying out their tasks – developing work in the company's departments following up and developing the human resources work to achieve the goals of the company – quality management follow up following up and developing the safety and security department's in the company, developing the company plans and strategies, keeping pace with the times.

Administrative assistant:

Commissioning from Saudi Hanwha Company To Arabian Gusan (Jul-2017 – Feb – 2017)

Education:

Bachelor of Information Systems

Jan-2009 – Jul-2014

Jazan University

Courses :

Institute of Public Administration (May-2020)

- Polarization and Selection
- Administrative supervision
- Information crimes
- Administrative coordination

Human Resources Fund (May-2020)

- Communications management and project risks
- Business continuity and crisis recovery
- Introduction to human resources
- Strategic thinking
- Information security
- The basics of Leadership

Sadeem (May-2020)

- Establish the media department in the organizations

Technical Skills:

- Microsoft Offices, etc..
- Operating systems , Windows 7,10..

Personal Skills:

- Communication
- Time management
- Writing reports
- Work under pressure
- Work long hours
- Flexibility at work
- Using the computer
- Effectively solve problems