



Mustafa Alsaffar

Personal data

☎ Mobile: 0540581131
✉ Email: Gmc-2@live.com

Skills

Using the computer.

Microsoft Office programs.

Strong organizational, administrative and analytical skills.

Excellent spelling, proofreading and computer skills.

Time management and communication skills.

Flexibility and adaptation to work pressure.

Ability to work as part of a team.

Seriousness and attendance in working hours.

Languages

Arabic language

English language

Career Objective

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

Educational Qualifications

Bachelors in English Language, College of Arts, King Faisal University, GPA (3/5), graduation year (2019).

Experiences

- Student guide - English teacher at Ashbal Excellence School.
- Administrative - Accountant at speed -Ro store at the Mohammed Zayer Establishment.
- Administrative - Auditor of customer accounts and invoices at Sless Fish Company.
- Salesman at Ali Hassan Aldahan and Sons Company.
- Accountant assistant at Electrical Power System.
- Customer Service officer at NCB.

Courses

- Training of trainers course (30 hours).
- English language courses from America.