


MUBARAK KHALID AL NAGEM



CONTACT

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 Al-Ahssa , Saudi Arabia

SKILLS

- Computer proficiency
- Proficiency in dealing with others
- Ability to withstand pressure
- Intuition and quick comprehension
- Adherence to working hours

LANGUAGES

Arabic

English

OBJECTIVE

Harnessing my strong sense of responsibility, dedication to work and strong motivation to work and to benefit from the qualifications and skills obtained

EDUCATION

Diploma in Office Administration - Department of Administrative Technology , General Organization for Technical and Vocational Training , GPA of 4.80 out of 5, grade point average, with first class honors
Graduation date 9/21/1441.. 05/14/2020

EXPERIENCE

- **Warakoon Publishing and Distribution Co**
Job Title: Administrative Officer
From 1/1/2021 to 31/12/2021 - Duration is one year
- **Saudi Aramco**
Job title: Trainee
From 1/19/2020 to 3/31/2020 - Duration two months
- **Saudi Specialty General Contracting Corporation**
Job Title: Sales Representative
From 4/6/2017 to 6/5/2019 - Duration 1 year and 11 months
- **Mohammed Rashid Al Khuzayem Contracting Est**
Job Title: General Observer
From 9/4/2015 to 10/26/2016 - 1 year and 6 months

COURSES

- Management skills course
- Driving basics course in English.
- Executive secretarial and office management course.
- The culture of remote work, the administrative side.
- Smart Business Ethics Course.
- Project Management Course: Quality and Human Resources Management.
- Conversational skills course in English for beginners.
- Information technology course in the workplace - mastered Microsoft programs.
- Information security course.
- Executive Secretarial Series Course - Communicate Effectively.
- Positive thinking cycle.