



# Jafar Alnasser

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## ABOUT ME

*A self-starter and quick learner. Versatile skill set with experience in human resources, and sales. Recognized skills in critical thinking, and problem solving. Recently graduated with bachelor's degree of Economics*

## Training

- ✓ **Data Analysis (2 Hours), 29/05/2020**
- Dorooob
- ✓ **Accounting Fundamentals, 28/05/2020**
- Corporate Finance Institute®
- ✓ **Applied Computer Diploma Course (6 Months), 09/2002**
- Al-Alamiah Institute for Computer & Technology

## Skills

- Time Management
- Problem-Solving
- Decision-Making
- Microsoft Office
- Communications
- Critical Thinking
- Data Analysis
- Teamwork

## Experience

- ✓ **Administrative Assistant - 01/2012 to 04/2013**
  - **Hungry Bunny Restaurants, Dammam**
  - Coordinated the recruitment process end to end.
  - Performed all functions related to the government websites such as GOSI, and Muqem.
  - Possess knowledge of payroll functions.
  - Produced and submitted monthly reports on general HR activity.
- ✓ **Administrative Assistant - 08/2011 to 12/2011**
  - **Saudi Call, Al-Khobar**
  - Sorted applicants' resume to select the most qualified candidates for jobs being offered.
  - Prepared job offers and employment contract.
  - Providing employees attendance report for payroll employee.
  - Answered employees' queries about HR-related issues.
- ✓ **Sales Representative - 04/2011 to 07/2011**
  - **Aljazira Bank, Dammam**
  - Achieved daily target by providing more than five credit cards applications.
  - Following up clients' applications and keeping strong relationships with them.
  - Submitted daily and monthly reports of performance.
- ✓ **Sales Representative - 12/2010 to 03/2011**
  - **Allianz Saudi Fransi for Insurance, Dammam**
  - Achieved weekly target by providing more than one insurance policy.
  - Answered customer inquiries about products.
  - Submitted report to provide details about daily performance.

## Education

- ✓ **Bachelor's degree of Economics, 08/2019**
- Ohio University, Athens, Ohio 45701. USA