

Manager Assistant

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Ali Mohammed AL Abdullah

PERSONAL INFORMATION

Date Of Birth : 22-1-2002
Marital Status : Single
Gender : Male
Nationality : Saudi

OBJECTIVE

TRING TO GET EMPLOYMENT WITH A REPUTABLE COMPANY, IN SAUDI ARABIA, WHICH PROVIDES AN EXCELLENT WORKING ENVIRONMENT, WHERE I CAN USE MY SKILLS AND ACADEMIC EXPERIENCE AND ANALYTICAL SKILLS THAT ALLOW ME THE OPPORTUNITY TO BUILD MY CAREER.

EDUCATION

Graduated from Institute of **Public Administration** (Dammam) on "Mar. 2, 2023" with a **diploma degree** in **Executive Secretary**.

EXPERINCE

❖ From 17/9/2023 till now I`m working as **Manager Assistant**

▪ **Tasks:**

○ **Tasks of Personnel Section:**

Copy, scan and store documents, Check for accuracy and edit files, Review and update technical documents, Manage the flow of documentation within the organization, Preparing and processing employees' movement records and related documents and submitting monthly reports to the Human Resources Department...etc.

❖ I have been trainee at **Medical Tower** as **Manager Assistant** since (Jan.22 ,2023 – Mar.2 ,2023).

LANGUAGES

- Arabic: Native Language
- English: Good

COURSES

- English Language Course from: IPA Institute
- Executive Secretary Course from: IPA

SKILLS

- Communication Skills
- Fast typing on the keyboard (40)
- Microsoft Office.
- Excellent in Computer Function
- Time Management