

Hassan Al Bahar



Al Munaizillah – Eastern Villages, Al Ahsa / Nationality: Saudi

Phone: +966551709803 – E-mail: clooperalbahar@gmail.com – Date of Birth: 19 Nov, 1995

Objective:

I am looking for a position where I can use my skills and knowledge to help the company meet and surpass its goals and may carrier to be successful.

Education:

Associate Degree in Executive Secretary

Institute of Public Administration

2019 – 2021

With G.P.A (4.14)

Work Experience:

Cooperative training in the Department of Education in Al-Ahsa

Nov 2021 – Dec 2021

I was trained at Department of Education in Al-Ahsa in the archive department for a month and a half as it is required from the institute.

- Performed general office and administrative tasks
- Prepare daily work reports and send them to management
- Managing internal and external files
- Print Documents
- Some corrupt files have been processed

Organize files according to their numerical sequence

Qualifications:

- work capacity
- Flexibility at work
- The ability to take responsibility
- Integrity, honesty and ethics

Skills and Interests:

Languages:

- Fluent in Arabic and English

Development Tool:

- Microsoft Office Products

Self-Learned:

- Adobe Photoshop
- PicsArt (photos Editing)
- Translate the movies
- Self Taught Guitar

References:

- Ahmed Saleh Albahar Bupa Arabia for Cooperative Insurance +966538123257