


Ahmed Mohammed Musabih

Administrator / IT

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Qatif, Saudi Arabia 

27 June, 1986 

If you're looking for a multitasking, detail-oriented office administrator who can keep things running smoothly, I'm the perfect person for this job. My experience working as an event planner, administrative assistant and inventory specialist have prepared me for this role. My strong administrative skills and extensive professional experience mean that you can rely on me to tackle all of the responsibilities of this job effectively and efficiently.

WORK EXPERIENCE

Adminstrator

Al-Asees Transport and Road Construction Company

10/2015 - Present

Sahat, Saudi Arabia

Achievements/Tasks

- Manage data in spreadsheets and reports
- Keep records and reports up to date
- Help maintain the budget plan
- Organize and schedule meetings and events
- Supervise other staff and delegate responsibilities
- Handle technical issues in their area of expertise
- Carry out clerical duties, including answering phones and preparing documents

Accountnat

Umm Al-Hamam Charity Association Pharmacy

08/2012 - 09/2015

Qatif, Saudi Arabia

Achievements/Tasks

- Process Payments
- Oversee Sales Administration
- Perform Inventory Management and Restocking
- Customer service

EDUCATION

Computer Programming

College of Technology at Dammam

09/2007 - 10/2009

Qatif, Saudi Arabia

SKILLS

- Filing / paper management.
- Communication
- Bookkeeping.
- Equipment handling
- Customer service
- Research
- Flexibility
- Microsoft Applications
- Presentation
- Public Speaking
- Oral Communication
- Problem-solving capability
- Inquisitiveness
- Update and expand existing programs

LANGUAGES

- Arabic 
- English 

INTERESTS

- Sports
- Pet care
- Art
- Reading