

# ABDULRAHMAN HAJJAR



A hard working person who looking for new opportunities to improve himself and his skills to help the company,also In order to reach my dreams and goals.

## Personal

- Address**  
Abdullah fouad  
Dammam
- Phone number**  
0569980216
- Email**  
abdulrahmanalhjjar@gmail.com
- Date of birth**  
08-12-1995
- Place of birth**  
Jeddah
- Gender**  
Male
- Nationality**  
Saudi
- Marital status**  
Singel

## Languages

- Arabic ●●●●●
- English ●●●●●

## Interests

- Football
- Swimming
- Reading

## Work experience

**Administration assistant** Jun 2019 - Oct 2020  
شركة نبض الصيانة للمقاولات, Dammam

i was responsible of call center and costumer care department, my task to answer calls and arrange meetings and do daily, weekly reports and sending it to the supervisor, It is a maintenance company, so I was responsible for booking appointments for workers, taking customer satisfaction, making reports, and working on Microsoft Office programs (Excel, Word, etc.)

**Trainee in the subscriber services department** Dec 2017 - Apr 2018  
Saudi Electricity Company, Dammam

I was a trainee in the Electricity Company, the Customer Services Division. We used to solve subscribers' problems, book appointments for them, answer inquiries and questions, and I worked a while in the archive department

## Education and Qualifications

**High diploma** Sep 2013 - Jul 2017  
Jubail Industrial College, Jubail

High diploma in office management with 2.89 of 4 degrees

## Skills

- Microsoft word ●●●●●
- Microsoft Excel ●●●●●
- Typing skills ●●●●●
- Call center ●●●●●
- Hard working ●●●●●
- Fast learning ●●●●●

## Courses

**Introduction to human resources** Jan 2021 - Jan 2021  
منصة دروب

**A smart work ethic** Mar 2021 - Mar 2021  
Doroob

**Professional Sales** Mar 2021 - Mar 2021  
Doroob

**Crisis and disaster management** Mar 2021 - Mar 2021  
Doroob

**Modern practice in human resource management** Mar 2021 - Mar 2021  
Doroob

**Labor Education according to Saudi Labor Law** Mar 2021 - Mar 2021  
Doroob