

NOOH HEJJI ALKALIFAH

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Alahssa , Saudi Arabia
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Mobile: +966 500099673
Date of birth: 22 May.1989
Marital Status: Married.

Objective:

To get a job seeking to develop their employees so that I develop myself applying what I have skills, Knowledge and experience In the field of computer maintenance and management

Education:

2009 – 2010 Technical College – KSA, AL-AHSSA

- **Degree in Computer Engineering from the Department of Computer Science.**

Training:

Gulf Training and Education Center - **Maintenance and Technical Support Section.**

Work Experiences:

May 01 – Still Now : Dar Medical & Scientific Equipment Co . (Prince Sultan Center for the treatment of heart diseases and surgery in Al-Ahsa)

K.S.A- Riyadh.

- **Driver to transport nurses and medicines**
- Receiving the incoming doctor from abroad at the airport and sending him to the hospital.
- Receiving medicines and bringing them from the warehouse to the hospital.

**Feb 2016 – April 2017: Al Tarifi Holding Company . AL-Ahssa , KSA
As Data entry**

- Receive applications for employment and employment application and send it to the competent official.
- **Registering new social insurance through the website or going to solve their problems.**
- **Go to the passports to solve the problems of the workers who work for the company.**

Feb 2015 – Jan 2016 : Optimal Finance Company . Riyadh, K.S.A .

As treasurer

- Receiving money and checks from customers and collecting them and giving them support.
- Depositing cash and checks The company's accounts are in banks.
- Receiving remittances and transferring them to the company's special account.

Jan 2013 – Oct 2013: Saeed Ali Al Qahtani Sons Trading & Contracting Co

. Dammam, KSA

As General administrative clerk

- Preparing and writing letters.
- Secretary of the Director General.
- Receiving visitors and introducing them to the manager.

Skills:

- Use of computer and office programs.
- Ability to find solutions for any problem and cooperate with colleagues in their solution.
- Addressing and dealing with the public
- Good in English – speaking & writing.

References:

Available upon request.