

Attentive and personable Administrative Clerk bringing years of administrative support experience in dynamic office environments. Strong work history in document management, process improvement and regulatory compliance.

Personal

- Address**
Est province, Alhmra district
34628 alkhobar
- Phone number**
0583933034
- Email**
naifalhrby111@gmail.com
- Date of birth**
01-09-1990
- Place of birth**
almadinah
- Gender**
Male
- Nationality**
Saudi
- Marital status**
single
- Driving licence**
A

Work experience

Administrative Clerk Aug 2014 - Apr 2021
Nasser alhajri Corporations NSH, Alkhobar

Preparing and printing letters for personnel and their approval letters from the Director of Human Resources and send them to the concerned authorities and save copies of them. Preparing and follow- up letters related to employees such as the transfer from one branch to another and resignations and dispensing with the direct manager and human resources manager & Save all files in the computer. Preparing documents and letters for project departments (Jubail, Ras Al Khair, Tarif). Preparing and printing contracts and reporting letters for the new employees of the company and follow up with the projects

Operation, Rustabout Feb 2013 - Feb 2014
Transoceaoon, duba

Prepare & Clean Up Drill Sites and Rigs
Transport and Store Materials
Install Equipment
Repair Pump Equipment
Maintain Drilling and Extraction Tools

Education and Qualifications

High school, Natural science Sep 1996 - Jun 2007
alkessay high school, alkhobar

Skills

Teamwork	● ● ● ● ●
Administrative support	● ● ● ● ●
Time management & Attention to detail	● ● ● ● ●
Microsoft Office	● ● ● ● ●
Documents filing & Data entry	● ● ● ● ●
Mail handling	● ● ● ● ●
English writing and reading	● ● ● ● ●

Courses

Intensive English Certificate Aug 2009 - Sep 2008
ELS Language Center Intensive English, Jeddah

English Language Feb 2013 - May 2013
Canadian Language Center

offshore Safety Induction Emergency Training Jun 2013 - Jun 2013
Aberdeen Drilling School

WW-SF-I-ESNT QHSE Essentials Jun 2013 - Jun 2013
Transocean Training Organization

Fire Team Member Training Oct 2015 - Oct 2015
Firedirect