

Fahad Khater Alzahrani

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EDUCATION

BACHELOR OF SCIENCE, KING ABDULAZIZ UNIVERSITY | Jeddah

Public administration, 2018 – 2022

- GPA: 4.32 - Second honor grade
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PROFESSIONAL EXPERIENCE

ALFURSAN TRAVEL COMPANY | Jeddah

Travel and tourism specialist, 2021- Present

ASTRA GRAINS COMPANY LTD | Jeddah

Sales Employee, 2020 – 2021

CERTIFICATIONS & TRAINING

- Solve administrative problems and develop the work environment / ETCS (15 Hours), Jeddah, 2021/06/04
- managing public relations/ ETCS (10 Hours), Jeddah, 2021/04/08
- Solve and develop administrative problems / ETCS (15 Hours), Jeddah, 2021/04/06
- Personnel management and administrative development / ETCS (15 Hours), Jeddah, 2021/03/30
- General English Certificate (pre-intermediate) / British Study Centers (3 Months), Oxford, 2017/09/01

Technical Skills

- Microsoft Word, Excel, Outlook, Powerpoint, SharePoint
- Market Research
- Financial Analysis
- Calendar management
- Accurate data entry

Soft Skills

- Communication
- Trust and integrity
- Influence
- Analytical thinking
- Mentoring and coaching

Languages

- Arabic
- English