

Basem AL Jarmi

❖ Personal Information

- Name : Basem Abdullah Al Jarmi
- Bate of birth : 08/03/1989
- Place of birth : Saudi – Dammam
- Nationality : Saudi
- Language : (Arabic – English)
- Marital Status : Married

❖ Current address.

- Current place : Dammam
- Mobil : 0554978034
- E-mail : Basem2020yh@hotmail.com

❖ Education

- 29/12/2010 graduated associate degree of college of technology from the department of management technology in the field of accounting With GPA 4.09 of 5.

❖ Work experience Responsibilities

- Work in Rashed Abdulrahman alrashed 8 Years– as Administrative assistant.

❖ Responsibilities

- Provide administrative support; performs secretarial tasks for the department managers.
- Prepare and maintain records of Purchase Requisition and coordinate with Procurement department for Purchase Orders.
- Time management and appointment schedule.
- Performs other duties and responsibilities as may be assigned from time to time.

❖ Skills

- Speaking English very good.
- ability to work under pressure.
- Communication skill with others.
- JD Edwards Enterprise One (Oracle) .
- Microsoft Office .
- Work flow system .