

Ahmed Alradwan

📍 Eastern Province
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PROFILE

I seek to develop the work environment in which I am in , gain experience , reach my goal and the position I aspire to reach , and highlight the effective role in a competitive work environment to provide the best.

EDUCATION

Alkhat School 2011

EXPERIENCE

Data Entry 2016 – Present
Al-Rames Co

- Invoice Data Entry.
- Preparing monthly reports.

Administrative Coordinator 2014 – 2015
Al-kifah Holding Co

- Office management.
- Providing transportation and housing needs.
- Carrying out various administrative activities.
- Proposing and defining policies and procedures related to the development of human resources.

Reservations Officer 2012 – 2014
Saudi Arabian Airlines

- Call center.
- Manage and save files.

Course

Fundamentals of financial analysis 2021-04-20
Riyadah Institute

Company contracts 2021-06-22
Riyadah Institute

Electronic Marketing 2021-06-01
Riyadah Institute

Supply Chain Management 2021-06-08
Riyadah Institute

English 2011-09-16
International Language Institute

Computer Skills 2011-09-17
Computer technology Institute

First aid 2020-05-02
Prince Nayef Program

PRO SKILLS

- Excellent ability to adapt
- Time management
- Leader ship
- Teamwork
- Microsoft Office (Word – Excel – Powerpoint)