

Hamad Saud Salem Al-Murad

Marital status: Married

Nationality: Saudi

Year of Birth: 1991

Address: Dammam

Job Duties and Responsibilities

Data entry - managing employee files - approving employee vacations - writing letters - reviewing invoices - coordinating with visitors and their visits schedule - booking hotels - securing transportation - managing contractor files and contracts - reviewing some government departments - coordinating with the main office regarding all transactions with the project.

Skills and competencies

A quick learner, who finds opportunities to gain and share knowledge.

Able to multi-task.

Able to work with a team.

Experience

I have been working for Al Fozan Company for Trading and General Contracting since 12/23/2012 and I am still working as a secretary.

Qualification

Diploma in Accounting from Dammam Technical College, Year of graduation 2012

Membership with SOCPA number is 141433

Contact Details:

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