

Marwan Alhawsawi

Administrative assistant

SUMMARY

To bring my strong sense of dedication, motivation, and responsibility and to utilize my [skill] qualifications obtained through .

WORK EXPERIENCE

Selling port

Feb 2017 - Feb 2016

STC
Medina
Work for two consecutive years in the seasons of Hajj and Umrah

Delivery and cashier

2019 - Select Month Select Year

Maestro Pizza
Yanbu and Medina

Security guards

Select Month Select Year - Select Month Select Year

Several companies
Medina and Mecca

EDUCATION

industrial office management assistant

2021

Yanbu Technical Institute (YTI)

PERSONAL SKILLS

Leadership	90%	Communication	90%
Self-motivation	80%	Decision Making	90%

LANGUAGES

English	◆◆◆◆◆	Arabic	◆◆◆◆◆
Hausa	◆◆◆◆◆		

COURSES

Managing financial accounts

May 2020

National Entrepreneurship Institute

Retail management

Jun 2017

Duroub, Human Resources Development Fund

Sales Administration

Jun 2017

Duroub, Human Resources Development Fund

Executive secretary

Jun 2017

Duroub, Human Resources Development Fund

customers service

Jun 2017

Duroub, Human Resources Development Fund

Conversation in English

Jun 2017

Duroub, Human Resources Development Fund

Executive planning

Dec 2020

Institute of Public Administration

Administrative leadership

Apr 2020

Institute of Public Administration

tourist guide

May 2020

Ministry of Tourism

Public relations and ceremonies

Feb 2021

Ministry of Tourism

Marketing of tourist destinations

Feb 2021

Ministry of Tourism

MOST PROUD OF

Physical Organization

Creative Thinking, Effectiveness, Productivity

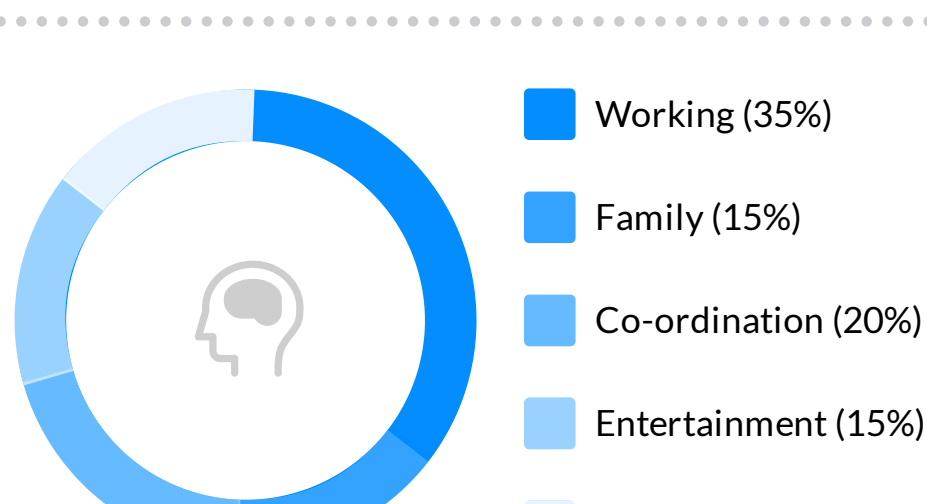
Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning

Team Work

Collaboration, Delegation, Goal Setting, Group Leadership

MY TIME



HOBBIES

Travel Reading Basket Ball