

CURRICULUM VITAE

NAME : MESHARY IBRAHIM AL OTAIBI
Position : ADMINISTRATOR & G R O



Al Khobar, K S A

E: alotaibimeshary181@gmail.com

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CAREER OBJECTIVE:

Seeking for the position of an Office Administrator, to utilize my **honed skills in Management**, strong organization skills, excellent interpersonal relationship skills, and 3years experience working as Admin Officer.

EXPERIENCE HIGHLIGHTS:

Detail-oriented professional with excellent administrative skills and ability to manage priorities

ADMINISTRATOR

OFFICE SECRETARY

GOVT RELATION WORKS

1. COMPANY NAME: INTEGARTED GOLDEN SOLUTION – AL JUBAIL, K S A
2. COMPANY NAME: BAXTER COMPANY LIMITED - AD DAMMAM, K S A

EDUCATION QUALIFICATIONS:

Completed secondary High school in natural science at Al Khobar

DUTIES & RESPONSIBILITY:

Software installation and Maintenance.

Data Extraction, Transformation, and Loading.

Specialised Data Handling.

Database Backup and Recovery.

Security.

Authentication.

Capacity Planning.

Performance Monitoring

SKILLS:

:

Computer.

Desktop Publishing.

Document Management.

Faxing.

Internet.

Maintaining Office Records.

Microsoft Office.

Office Equipment.

COMPUTER SKILLS:

Microsoft Office.

Spreadsheets.

Email communication

STRENGTHS:

Adept in Technology. ...

Verbal & Written Communication. ...

Organization. ...

Time Management. ...

Strategic Planning. ...

Resourcefulness. ...

Detail-Oriented. ...

Personal Details:

Name : meshari alotaibi
Date of Birth : 21/10/993
Status : single
Nationality :saudi
Languages Known : arabic&english
Permanent Address :khobar - k.s.a
Email : alotaibimeshary181@gmail.com
Snap Name : meshari
Passport No :k386526
Contact No : 0543858302

Declaration:

The above presented all information is true to the best of my best of my knowledge

**Thanking you,
Meshary Al Otaibi**