

CV



HAIDER HAJI MOSSA AL FHAID



CONTACT



haider.fhaid1@gmail.com



+966503822206



www.linkedin.com/in/haider-al-fhaid-1a40301b0



SKILLS

- Leadership & Time Management.
- Projects Management Skills.
- Cooperative with Team Work.
- English Communication Skills.
- Strong Relationship Building.
- Advance Computer Skills.
- Advance Microsoft Office Skills.
- SAP Program Skills.
- SAP success factors.
- SAP Solman.
- Wrike Project Management.
- Google Apps G Suite.



LANGUAGES

English & Arabic Level: (Advance)



WORK EXPERIENCE • AL KIFAH PAPER PRODUCTS CO.

- Board Committee Secretary & GM. Office Manager. 2020 - Present.
- GM. Office Manager & IT Support. 2017 – Jan 2020.
- CEO. Executive Secretary & IT Support. 2014 – 2016.
- Admin Executive & Sales Support. 2011 – 2013.
- Customer Service Executive. 2008 – 2010.



EDUCATION

University Degree of Science:

- Jubail Industrial College - JIC - October 2007
Major: Office Management.

Diploma:

- Board of International America – BIA - May 2017
Major: Medical Secretarial.

Diploma:

- Secondary Commercial Institute - June 2002
Major: Office Business.



TRAINING COURSE

- National System for Training - Course on "Executive Secretary"
- Saudi Telecom Company Training Course on "Customer Service"
- Arab National Bank Training Course on "Customer Service"
- HP Company Training Course on "Effective Leadership"
- HP Company Training Course on "Time Management"
- HP Company Training Course on "IT for Business Success"
- HP Company Training Course on "Business Communications"
- Bayt Company Training Course on "Human Resources"
- Bayt Company Training Course on "Project Management"
- New Horizons Training Course on "Advance Computer Skills"