

DHIYA ABDULLAH ALMASHAMA

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PROFIL

I am a hardworking employee. I am a Data entry. I love working in the office because I dreamed of that and acquired skills from earlier work and so far, my relationship with colleagues at work is good. I speak two languages, Arabic and English.

EDUCATION

2005 – 2007

HIGH SCHOOL, THE COMMERCIAL SCHOOL IN QATIF, KSA

Specialization: Business office, very good estimate is high GPA 87.70%

2008 – 2010

COLLEGE, STUDIED AT COMMERCIAL, KSA

GRADE GOOD AVERAGE 3,68

EXPERIENCE

7 YEARS

STAFF CLERK LOADING AND UNLOADING SERVICES (INVENTORY MOVEMENT CONTROLLER), SAUDI EXCEL COMPANY.

5 YEARS

CLERK AND DATA ENTRY EMPLOYEE, NAQEL SAUDI COMPANY.

YEAR

SALES REPRESENTATIVE EMPLOYEE, ABDUL LATIF SAEED AL-GHAMDI COMPANY.

SKILLS

- Bilingual: Arabic and English
- Leadership
- Interpersonal
- Problem solving
- Ability to work under pressure
- Customer service
- MS office
- Communication
- Management
- Team work