

Mohammed Almosaieb

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I am an Administrative assistant who has been working for a long time in this field. I would like to share my experience with other companies who are interested in my job title.

Experience

Administrative Assistant

May 2015 - Present

Air Force KSA, Saudi Arabia

I work as HR and Financial management to help other employees for their concern.

Logistic Clerk

Jan 2007 - Jan 2008

Dalma Gulf Drilling Co

Al-khobar Saudi Arabia, Type of business or sector Human Resources Since 2007 to 2008 I worked As Administrator Sergeant at King AbdulAziz Airforces in Dhahran KSA.

Administrator Sergeant

Mar 1997 - Oct 2003

Air Base KSA, Saudi Arabia

Jan 1997 - Jan 2003

AIRushedCompany for Steeling

I trained for one year as technical material at AIRushedCompany for Steeling and pipe

Skills & Specialization

Common End-user Software, Knowledge And Learning Management, Invoice, Billing And Collections, Typing, Document-centric, Administrative Or Clerical, Microsoft Excel, Excel, Core Office

Education

Al Hassan Commercial Secondary Institute

organisation