

Ibrahim Julaih

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Nationality: Saudi

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OBJECTIVE

A committed individual is adept in efficiently utilizing available resources in completing assigned tasks. Seeking an entry-level position as a Business Administration with background in HR providing a high-end administrative duty for the company.

EDUCATION

Bachelor of Science: Business Administration, 12/2019

Winona State University - Winona, MN.

GPA: 3.13

EXPERINCE

08/2018 - 12/2018

Parking lot services, At Winona State University - Winona, MN

08/2020 - 10/2020

Personnel specialist, (Tamheer) At Mohammed Baqer Al-Faraj & Partners Co. For General Contracting, Working on all different governmental websites that are related to the company and employees such as GOSI, Ministry of Labor, Muqem, Tamm, ... etc.

11/2020 - Present

Administrative Secretary, At Saleh, Abdullah, & Hussain Al Ibrahim Trading & Contracting Co. (Semag Elevators). Making appointments, contracts, letter,... etc.

SKILLS

- Microsoft Office (Excel, Word, and PowerPoint)
- Highly organized at work
- Problem-Solving
- Strong communication
- Able to work independently or as a part of a team
- Time Management

CERTIFICATION

- Mixed Work Environment Ethics Course completed on 2020-6-16
- Smart Work Ethics Course completed on 2020-6-16
- Motivating Employees Course completed on 2020-5-15
- Labor Education According to Saudi Labor on 2020-6-29