

# Ibrahim Fouad Al- Madluh

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## personal information

Date of Birth: **04/08/1986**

Marital Status: **Married**

Address:

Eastern Province Saihat

## Languages

- Arabic
- English

## Awards

- Eve Awards for 2016. (Excellence, Values, Energy).
- Employee of the Year 2015.

## Education

Diploma of: **Accounting, 2011**  
College of Technology, Qatif

Diploma of: **networking Computer, 2009**  
Khaleej training education institute (New Horizons), Dammam

## Skill Highlights

- ❖ Microsoft Office Pack
- ❖ Learning new concepts quickly
- ❖ Organization and Planning
- ❖ Time Management
- ❖ Adaptability
- ❖ Print and scan management
- ❖ Computer Skills
- ❖ work under pressure
- ❖ Team Worker
- ❖ Responsibility
- ❖ Filing and paper management

## Work of Experience

**GRO – September 2020 – till now**

**MABCONSULT - Al-Khobar**

- Ministry of Labor \* MOI
- Elm e-service \* Passport Office
- MOFA \* GOSI
- SCE

**Administration Assistant - April 2012 to April 2020**

**Petrofac Saudi Arabia Co. Ltd. Al-Khobar**

- Ministry of Affairs \* Ministry of Labor
- Elm e-service \* Passport Office

**Customer Service / Cahier - July 2008 to April 2009**

**Muntazah World Company Ltd. Holding, Saihat**

- Take Orders,
- Give the customers information and services
- Follow up the work progress.

**Receptionist / Cahier - July 2006 to September 2007**

**AI ALAMDLUH Dispensaries, Saihat**

- Answer the phones
- File records, Assist patients
- Handle mail \* open file

## COURSES & Training Certifications

- Training in Human Resources Management by Chamber of Commerce Training center.
- English Language Al-ezdihar Institute for Languages.