

Hussain Sami Ali AL-Ramadhan

Personal information:

Nationality: Saudi.

Born date: 4/8/1994.

Place of Birth: Eastern Province – Al-Ahssa's.

Marital Status: Married.

Residence Address: Eastern Province – Dammam.

Specialization: Executive Secretary.

E-mail: Hussin.677@gmail.com.

Phone Number: 0564228810.

Objective:

Obtain a position where I can effectively utilize my skills, education backgrounds and enables me to make a positive contribution to the organization.

Working experience:

- Have been working and still in Badr Al Gharbi Foundation as Salesman in Dammam since 2020.

Education:

- 2018 Diploma in Executive Secretary – Institute of Public Administration – Dammam.

Skills:

- Typing.
- Microsoft office.
- Written communication.
- Secretarial procedures and skills.
- Principles of Accounting.
- Administrative communication and organization of documents by computer.
- Management and organization of information.
- Office Management.
- Organizational behavior.
- Principles of Public Relations.
- Create the database.

Language:

- Arabic: Mother tongue.
- English: Beginner speaks and writes.

Hobbies:

- Reading.
- Traveling.