

Ali Abdulwahid Almoalim

Personal Information

Date of Birth

30 DEC 1998

Marital status

Single

Nationality

Saudi

Contact

Phone

053 322 3966

E-mail

almoalim.aali@gmail.com

Skills

Proficiency in Microsoft Office programs



Photography



Using Adobe programs



Languages

Arabic



English



Summary

Fresh graduate with an Associate Degree of Science in the field of Office Management. I have taken a strong training journey in the HR Department. My core strengths and highlights include:
Preparing and organizing administrative correspondence.
Entering and analyzing data in spreadsheets.
Office equipment operation.

Education

September 2017	Associate Degree in Office Management <i>Jubail Industrial College - Jubail Industrial City -Saudi Arabia</i>
-November 2021	
July 2013	Secondary School: Natural Sciences <i>Omm Alhamam Secondary School - Al-Qatif -Saudi Arabia</i>
-July 2016	

Experience

November 2021	HR Coordinator - TAMHEER
-Present	Arabian Pipeline & services Co - ANABEEB <i>Jubail- Saudi Arabia</i>
August 2021	HR Trainee
- October 2021	Arabian Pipeline & services Co - ANABEEB <i>Jubail- Saudi Arabia</i>

Certificates

November 2021	Analyzing Data with Excel IBM
September 2021	Executive Assistant series Enhance your Skills DOROOR