
ALI ALNASSER



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LANGUAGES

English (Professional Working)
Arabic (Native or Bilingual)

SKILLS

- Microsoft Office
- Communication skills
- Collaborative nature
- Organized
- Time management
- Team player
- Fast learner

EXPERIENCE

**HR PROJECT COORDINATOR
ALFALAK ELECTRONIC EQUIPMENT & SUPPLIES
COMPANY.**

March 2013 – Present

Providing the HR and Administrative service to the employees and representing a communication link between employees and management.

**CUSTOMER SERVICE
THE NATIONAL COMMERCIAL BANK - NCB**

November 2011 – March 2013

Customer Service from the beginning of the account opening process to the end of transfer process, answering customer inquiries and solving the problems they face, in addition to my duties as assistant manager of the center.

**WORKSHOP CLERK
ITS LIMITED COMPANY.**

September 2010 – October 2011

Carrying out administrative work and work related to the employees agenda in the workshop while preparing maintenance work order.

EDUCATION

- **DIPLOMA IN HUMAN RESOURCE MANAGEMENT**
Chamber Of Commerce – Asharqiyah Chamber
 - **ASSOCIATE'S DEGREE, ACCOUNT / 2010**
Al-Ahsa College of Technology
4.17 out of 5
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CERTIFICATIONS

- Internal Quality Auditing (ISO 9001 : 2015)
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