

WORK EXPERIENCE

administrative assistant

Majid Abdul Aziz Al Sheikh Mubarak
Commercial Foundation

■ Sep 2014 - Nov 2020

📍 Saudi Arabia - Al-Ahsa

Writing letters and sending them to the concerned authorities and dealing with all government agencies such as the Ministry of Labor and Social Security, Passports Authority, the Ministry of Foreign Affairs, the Zakat and Income Authority, insurance companies and others. Providing the administrative services required from the Administration of Administrative Affairs to employees from letters of introduction, receiving requests for leave and leave ... and enforcing them according to the regulations Approved. Carry out monitoring of employees' attendance, laying down statements organizing the process, and submitting reports on morning delays and leave without permission. Submit monthly reports on the number of monthly working hours for employees. Carrying out internal correspondence between departments within the company. Monitor the validity of the safety means in the building periodically. Preparing papers and files organizing the work of administrative affairs. Keep files ...

EDUCATION

Library Administration

College of Technology

■ Mar 2012 - Mar 2014

📍 Saudi Arabia - Al-Ahsa



EMAD BU HAML

Library Administration

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☎ 0568212737

📍 Kingdom of Saudi Arabia
- Al-Ahsa

🌐 Saudi

📅 17/11/1991

👤 single

LANGUAGES

40%

English

100%

Arabic

COURSES

A course in general management of information technology

■ Feb 2014

Al-Ahsa Municipality

To explain the social insurance system and executive regulations

■ Dec 2020

The Public Institution for Social
Security

TECHNICAL SKILLS

Office Microsoft Excel 50%

Office Microsoft Word 100%

Office Microsoft
PowerPoint 50%

PERSONAL SKILLS

Leadership 90%

Communication 100%

Self-motivation 80%

Decision Making 90%

Adaptability 90%