

# AHMED ALQAHTANI

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## PROFESSIONAL SUMMARY

Self-Motivated Human Resources Fresh Graduate ,Advanced Knowledge Of Human Resource Principles, Exceptional Multitasking And Administrative Support Skills, Decision Maker And A Leader By Nature ,Treat HR As Humanity Matter In Every Working Environment ,Always Looking Forward For Challenges And New Tasks To Improve My Career And Future (Self-Belief And Hard Work Will Always Earn You Success)

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## EDUCATION

**BA from King Khalid University in Business Administration**  
**Human Resources with a grade of very good and a GPA of (3.88) out of (5)**

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## WORK HISTORY

- Herfy Food Company, With A Job Title (Casher)
- The Danube Company During My University Studies, With A Job Title (Casher), And Benefited Greatly From My Work In The Private Sector And Acquired Many Skills, Which Are Working Within A Unified Team With The The Spirit Of Work And Dealing With All Employees, And Bearing The Pressures Of Work And Others.

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## SKILLS

- Public speaking
- Promote harmony and teamwork in the workplace
- Make decision
- Able to demonstrate a systematic approach to task execution.
- Leadership
- Effective oral and written communication
- Reports preparation.
- Behaving in a good manner
- Proficiency in Microsoft Office programs.
- Social media

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## Courses

- Intensive English
- Explore the world of entrepreneurship
- Information Security
- Meet the masses and create influence
- self management
- Effective communication with clients
- Media construction
- Customer service - deal professionally
- Foundations of human resources