

 **Contact Information >>**

Jubail, Saudi Arabia  
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# Reda Ali Al-Quraish

## Personal Information ▾

**Birth date:** 15/04/1407AH  
**Saudi ID:** 1033374834  
**Gosi ID :** 378652510  
**Gender:** Male  
**Marital Status:** Married  
**Nationality:** Saudi

## Education ▾

- **High School**  
1427AH **1423-AH**

## Work Experience ▾

Honeywell Int. (MK Cable Management SA. Ltd.) **14 Years**

- (Government Relation Representative) - Jubail Industrial City
- Operator
- Administration assistant
- Personnel/Facility
- HR Services Administrator

## Interests and Computer Skills ▾

| Skill                    | Level       | Years practiced Last used |
|--------------------------|-------------|---------------------------|
| Windows:                 | Expert      | more than 12 years        |
| Microsoft Office         | Expert      | more than 12 year         |
| Typing (English, Arabic) | 20 word P/M | more than 12 years        |
| Using The internet       | Expert      | more than 12 years        |
| Salesforce               | Expert      | more than 7 years         |

Write official letters, record an appointment of the clients, Knowledge and experience in packages applications, Internet Browsing, E-mailing, Ability in preparing reports, Record keeping, Office administration and more...

## Languages ▾

| Language | Level  | Language        |
|----------|--------|-----------------|
| Arabic   | Expert | First language  |
| English  | Expert | Expert language |

## Additional Information ▾

- I enjoy working with other people in teams and have the ability and the energy to stay at task until fully completed.
- Pay attention to work quality and be performance oriented.
- I have a good personal skill to manage my time

## Target Job ▾

**Job Type:** Seeking a position in professional & dynamic organization which provides opportunities for knowledge and growth within your company.

**Location:** Saudi Arabia

