

Abdullah Radhi Alqatifi

East Region (Al Ahsa), Saudi Arabia

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Executive Secretary / Admin Assistant / Receptionist / Human Resource / Call Center / Office Manager

EDUCATION:

- **Institute of Public Administration, Saudi Arabia**

Diploma in Executive Secretary, 2015

EARLIER WORKING EXPERIENCE:

- **Saudi Arabian Fabricated Metals Industry Khobar/Jubail-Saudi Arabia**

- Receptionist, 2018-2019.

Answering calls, handling visitors, printing documents, typing reports.

- Admin Assistant, 2019 – Present.

Communicate with insurance company regarding the company's cars, following up with the administration regarding renewing employee's passports, iqama and issuing the memos, writing reports.

SKILLS:

- **Multilingual: Arabic & English.**
- **Typing Arabic & English**
- **Familiar with Microsoft Office.**
- **Graphic Design via Adobe Photoshop Program.**
- **Communication skills**