

Hani Alghadeer

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Resume Example by:
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PROFILE

Work in a place that is always concerned with development, productivity and scientific research, so that my skills and experiences increase.

EDUCATION

High School certificate

Diploma in Public Administration (College of Business Administration) from King Faisal University ((Until now))

EXPERIENCE

- **administrative supervisor | October 2020 - Until now**
- **Admin Assistant | January 2018 – August 2020**
- **Customer service | April 2016 – Dec 2017**

SKILLS & LANGUAGE

- Understand spoken information. (Excellent)
- Speak clearly so listeners can understand. (Very good)
- Listen to others and ask questions. (Excellent)
- English Language. (good)
- Write clearly so other people can understand. (Excellent)
- Understand written information. (Very good)
- Read and understand work-related materials. (Very good)

CERTIFICATES

- An Introduction to Human Resources Functions Course
- Training program in preparing reports
- Training program in preparing correspondence
- A training course in cybersecurity
- A training course in exploring the world of leadership