

ASEEL ABDOULLAH ALBLOWSHY

Admin Assistant

PERSONAL PROFILE

I am extremely motivated to constantly grow professionally. I am seeking a full-time position where I can utilize my management skills and knowledge.

CONTACT DETAILS

- Mobile: +966 56 239 9949
- Email: aseelabddullah@gmail.com
- I live in dammam city, Alshati alghrbi jaafar alwajeh Street,

SKILLS AND ABILITIES

- Fluency in English writing, reading and speaking.
- Computer proficiency.
- Ability to analyze and prepare reports.
- Strength of communication and communication skill.
- Familiarity with the Saudi Labor Law and its implementing regulations.
- Ability to negotiate and solve problems.

WORK EXPERIENCE

Human Resource Assistant Manager at Albilad Fire Fighting Systems | October 2020 to October 2021

- Work on government platforms: Muqeem, Mudad, Gosi, Qiwa, Ministry of HR, PetroApp, Tamm.
- Writing government letters.
- Writing employment contracts for employees.

Administration at Co.Founder of event management company | 1st of September to 17th of October 2020

- 180 Beach Club

Reception | June 2019 - August 2019

OJT

- Welcoming customers.
- Answer phone calls and email.
- Setting and taking appointments and answering patient and visitor inquiries.
- Data Entry.
- Keep records.

EDUCATION

Al khobar international technical female college the Oxford partnership.

Higher Diploma in Small Business Administration | 2020