J | A

JABER ALJOMAH

MANAGER ASSISTANT

✉ jaber.aljomah22@gmail.com

📞 0553277900

📍 Saihat, Dammam, 32247, Saudi Arabia

Human Resources Assistant, and full knowledge of all government platforms (Madad, Qiwa, Absher, Gosi, and others..)

المهارات

Microsoft Office

communication skill

Persuasion skill

english language

Withstand the pressures of work - and form a team spirit

الخبرة المهنية

MANAGER ASSISTANT
Sadara Automotive Technologe Center
يوليو ٢٠٢٢ – اليوم
Dammam

1-Assist in all aspects of the administrative organization
2-Coordination between departments and units working in solving administrative and operational problems on a daily basis
3-Schedule and coordinate meetings, interviews, events, and other similar activities
4-Send and receive mail and parcels
Preparing business correspondence (often using word processing, spreadsheet, and computer presentation software)
Send faxes
Files management
Research and identify key data sources
Multifaceted general office support performance
Prepare meeting minutes, meeting drafts, and internal support materials.
Send and receive company forms

SENIOR CASHEIR
Abdul Latif Jameel Business
يوليو ٢٠١٠ – يوليو ٢٠٢٢
Khobar

Receiving cash and transfers, closing and posting the movement of the fund, preparing financial reports, following up and reviewing financial matters, ensuring the validity of financial statements and preparing the budget

SENIOR CASHEIR
Balubaid Company
نوفمبر ٢٠٠٦ – يوليو ٢٠١٠
Jubail

Receiving cash and transfers, closing and posting the movement of the fund, preparing financial reports, following up and reviewing financial matters, ensuring the validity of financial statements and preparing the budget

PUBLIC ADMINISTRATIVE CLERK
Manpower Services Corporation
أبريل ٢٠٠٦ – أكتوبر ٢٠٠٦
Dammam

Writing administrative letters, internal and external correspondence, and preparing reports for clients

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المؤهل الدراسي

دبلومة تعليم العالي
King Faisal University
٢٠٢٣
Alhassa

Business Administration Diploma - Public Administration