

CURRICULUM VITAE

CONTACTS

Name: Khalid Alsubaei

+966535839079

+966546226041

k.muhammed2010@yahoo.com

Eastern Province, Saudi Arabia,
Dammam

SKILLS

Time management skills

File/records maintenance

Team management

Reporting

Excellent communication

Customer Service

Problem resolution

Supervision

LANGUAGES

English

Arabic

ABOUT ME

Disciplined and enthusiastic, conversant with administrative work of all kinds. Eager to learn new things to boost profitability. Most of previous experience includes a mixture of various administrative works because of a strong sense of management. Commended on multiple occasions by the departments, staffs, and customers on the superb service and communication skills.

Administrative Affairs Coordinator, Petrojet Company, Alhasa - Hawiyah

Feb 2021 - Until now

Administrative, Khusheim Co. For Industrial & Equipment, Dammam

Feb 2019 - Oct 2020

Organization, communication, teamwork, customer service, responsibility, time management, multitasking, developing, reporting, recording, take dictation, typing, copying, binding, scanning, write letters and emails bilingual, coordinating office procedures, problems resolving.

Administrative Officer., Midal Cables Saudi Co., Dammam

May 2015 - Feb 2018

Editing of employment-related decisions, ensure the procedural rules for employment, prepare payroll for promotions, participate in job advertisements and receive applicants, Responsibility to attend and leave, issuing a monthly and annual report, submit suggestions to improve work quality, coordinate and implement whatever is required.

Administrator Assistant HR, Contracting & Construction Enterprise Ltd., Jubail

July 2012 - Apr 2015

Recording, maintain all manpower related to HR, assist with recruitment process, coordinate training sessions, update record of new staff, submit the report on general HR activities, payroll and resolve any payroll errors, complete resignation and termination of service, and keep up-to-date with the latest news

Customer Service Representative, Arabian Food Supplies Co., Dammam

Jan 2011 - Mar 2012

Manage incoming calls, identify and assess customer's needs, build sustainable relationship, interactive communication, handle customer complaints, provide appreciate solution with follow-up, and keep records of customer interactions.

Admin Clerk, Al-Shami For Advertising, Dammam

Oct 2009 - Nov 2010

Communicate with customers and employees, update systems for database, compile records of office activities, type format, obtain information, attend meeting, troubleshoot problems, and supervising.

EDUCATION

High school diploma, College of Telecom & Information, Riyadh - 2009

- Concentration in Computer Science

Bachelor, Saudi Electronic University, Dammam - 2020 Present

- Bachelor degree, specialized in English & Translation Language, the last year..