

Mubarak Khalid Alnagem
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Dear Human Resource Manager ,

As a graduate diploma from the Department of Management Technology
In the field of Office Administration with First Class Honors,
I am seeking a role that allow me to continue learning and perfect my skills while
offering quality work, and encourage me to thrive in my competence.
I am ready to be part of the national transformation to support Saudi Arabia's vision 2030.

I have experience as a student intern in Saudi Aramco,
and worked as a Administrative Officer for a year, I have the ability to
manage marketing and customer service with previous experience as a sales
representative for 1 year and 11 months, the ability to negotiate and assess
risks with previous experience in the name of General Controller for 1 year
and 6 months.

My Skills :

Using a computer and being able to use it Ms Word , Ms PowerPoint , Excel.
Ability to write reports and review documents.
Ability to build and maintain effective relationships with clients.
Ability to motivate and ensure continuous personal development of subordinates .
Communication and negotiation skills.

I have attached a copy of my resume for your perusal. Thank you for your
time and kindness in reviewing these materials and for your interest in my
qualifications. Please contact me at your earliest convenience so that I can
share my background and enthusiasm.

sincerely,

Mubarak.