

Kingdom of Saudi Arabia  
Ministry of Education

# King Faisal University

Deanship of Admission and Registration

## Graduation Certificate

# شهادة تخرّج

المملكة العربية السعودية  
وزارة التعليم

# جامعة الملك فيصل عمادة القبول والتسجيل

King Faisal University hereby certifies that

تشهد جامعة الملك فيصل أن

Student Abdulaziz Khalid A Aljalal

No. 217021684

رقم 217021684

الطالب عبدالعزيز بن خالد بن عبداللطيف الجلال

Nationality SAUDI

ID 1097788002

السجل المدني 1097788002

الجنسية سعودي

Born in Alhassa

Year 1998

عام 1418

المولود في الأحساء

Has Graduated from College of Arts

قد تخرج من كلية الآداب

And has been awarded A bachelor degree

وحصل على درجة البكالوريوس

In Communication & Media Department

في تخصص الإعلام والاتصال

Minor Communication

وتخصص فرعي الاتصال

With a GOOD Grade and a GPA of 3.23 Out Of ( 5 )

معدل تراكمي 3.23 من ( 5 )

بتقدير عام جيد

In the FIRST TERM 2020G

Academic Year 2020/2021 G

العام الجامعي 1442/1441 هـ

في نهاية الفصل الأول 1441

Date 04/01/2021 G

التاريخ 1442/05/20 هـ

عميد القبول والتسجيل

Dean of Admission and Registration

د.محمد بن عبدالوهاب الفريدان

Dr. Mohammed Abdulwahab Al-Fredan

Any addition, alteration or correction would render this document invalid.

كل كشط، إضافة أو تغيير في هذه الوثيقة يلغيها.



الهوية الوطنية

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رقم النسخة

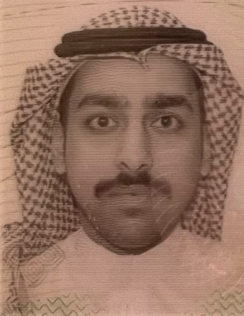


المملكة العربية السعودية

وزارة الداخلية

عبدالعزیز بن خالد بن عبداللطيف الجلال

ALJALAL, ABDULAZIZ KHALID A



No: 1097788002

الرقم : ١٠٩٧٧٨٨٠٠٢

DOB: 31/12/1997

تاريخ الميلاد : ١٤١٨/٠٩/٠٢

DOE: 13/04/2027

تاريخ الانتهاء : ١٤٤٨/١١/٠٦



1097788002

مكان الميلاد : الاحساء

# Abdulaziz AL Jalal

Eastern Region Saudi Arabia  
+966508697214  
akj7214@gmail.com

## PROFESSIONAL SUMMARY

Motivated and detail-oriented administrative professional with a proven track record in providing exceptional support. Possesses strong organizational and communication skills, prioritizing tasks effectively. Dedicated to ensuring smooth operations and contributing to organizational efficiency.

## CERTIFICATIONS

English Language Certificate, Oxford School of English, 2022

## WORK HISTORY

### **Aramco, Media and Communication Department - Administrative Assistant**

*Alhassa*

*06/2023 - 10/2023*

- Provided comprehensive administrative support to a high-profile department.
- Managed complex calendars, scheduled meetings, and coordinated travel arrangements.
- Prepared and edited reports, presentations, and correspondence with a high level of accuracy.
- Maintained strict confidentiality of sensitive information.

### **Al-Ahsa Municipality - Administration and Violations Section**

*Al-Ahsa*

*01/2023 - 06/2023*

- Supported the administration and violations section in handling a wide range of administrative duties.
- Prepared detailed reports, managed correspondence, and maintained accurate records.

### **Mass World Trading Company - General Supervisor**

*Al-Ahsa*

*01/2019 - 10/2020*

- Directed daily operations, overseeing a team of employees and ensuring adherence to company policies.
- Managed administrative tasks, including document control, record-keeping, and inventory management.
- Coordinated meetings, prepared meeting agendas, and documented minutes.

## EDUCATION

*01/2021*

### **King Faisal University**

Al Hassa

### **Bachelor's Of Media, Department of Public Relation**

## SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Detail-oriented with a high level of accuracy.
- Problem-solving and critical thinking skills.
- Ability to work effectively both independently and as part of a team.
- Customer service-oriented mindset.

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## COURSES

- Digital content industry 11/2023
  - Developing the Skill of the Future | 4//2020
  - Smart Work Ethic | 03/2020
  - Introduction to Social Media Marketing | 03/2021
  - Introduction to Media Crisis Management | 05/2020
  - Communicate with Confidence in the Work Environment (from Misk) | 05/2022
  - Zero Trust Method in Cybersecurity | 08/2022
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## LANGUAGES

### English

Fluent

### Arabic

Native