Curriculum Vitae

|  |  |
| --- | --- |
| **Hamed Abdullah Al-Rayyes** | Mobile: +966 547940888    h\_a\_r666@hotmail.com |

**SUMMARY**

* Profile: Male, 30, Single
* Nationality: Saudi Arabia
* Current position: administrative employee
* Company: Al-Qahtani Vehicle & Machinery Co.
* Local address: P.O.Box 2404 Area Code 31952 Alkhobar, Saudi

Arabia

**WORK EXPERIENCE**

**Sep 2013 - present** **Al-Qahtani Vehicle & Machinery Co. Dammam, Saudi Arabia**

* *Working as administrative staff (e.g. preparing employee’s financial letter, sick leaves letter and vehicle’s authorization letter)*
* *Worked as sale representative*
* *Worked as data entry operator*

**EDUCATION**

2010- 2012 **College of technology Dammam, Saudi Arabia**

*Diploma in Marketing*

2009 **Alorobah private school** **Alrakkah, Saudi Arabia**

Secondary School degree

**IT SKILLS**

**Windows & Office tools**

* Microsoft Word Expert
* Microsoft excel Good
* Microsoft PowerPoint Good

**Web browsing and social media**

* Twitter, Facebook, Instagram Expert

**LANGUAGES**

* Arabic Native
* English Good

**LANGUAGES CERTIFICATES**

May 2009- September 2010 The Northern School of Languages **Leeds,** **UK**