

# Hasan Almudarres

Secretary - Administrative Assistant



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Madinah - Saudi arabia

## EDUCATION

### High school certificate

Prince Muqrin bin Abdulaziz  
High School  
(2013 - 2012)

## LANGUAGE

- Arabic
- English

## SKILLS

- Management Skills
- Communication Skills
- Computer Skills
- Customer Service
- Public relations skills

## Training Course

- International Qualification Tour Guide  
Development Skills Program  
Programme designed for :  
**The Ministry of Tourism**
- Life Ambassador First Aid  
Programme designed for :  
**The Saudi Red Crescent Authority**
- Microsoft Outlook  
Programme designed for :  
**Human Resources Development Fund**
- Microsoft Excel  
Programme designed for :  
**Human Resources Development Fund**

## PROFILE

Ambitious and optimistic , I seek to contribute to the development of the workplace by applying everything I have learned, and leaving a positive impact in serving the Work environment.

## WORK EXPERIENCE

### Gulf Motors Company ( Fix Auto Service )

Administrative Assistant

**Service duration : 10 mounth**

Writing daily reports detailing the center's production lines, communicating with customers to organize and prepare their services at the maintenance center, writing graphical reports of the branch's monthly expenses and profits, and being fully authorized by the company to finalize and complete official government transactions with the relevant higher establishments.

### Oberoio Hotels & Resorts

Maintenance Administrator

**Service duration : 6 mounth**

Communicating with relevant external companies for the purpose of regular maintenance of the hotel , Entering attendance and absence data for technicians in the maintenance department , Receiving maintenance requests at the hotel and directing technicians to carry out their tasks , Assisting technicians with their personal and official documents and records , Inventorying and counting the hotel's products for periodic maintenance.

### Al-Fayaa Contracting Co.

Accountant

**Service duration : 2 mounth**

Clinet Accountant .

### ARKAN Commercial Co.

Customer Accountant

**Service duration : 4 mounth**

Customer Accountant And Daily Financial Income Inventory

### Arabian Trading Supplies Co. ( Fuddruckers Restaurants )

Waiter

**Service duration : 2 mounth**

Customers hospitality , service food and beverage

### Al-Fayaa Contracting Co.

Administrative Writer

**Service duration : 1 year and 8 mounth**

Writing daily production reports, supervising the attendance and dismissal of technicians, and assisting them with their personal documents .