

ABDULMOHSEN AL-HAMMAD

Office Management

✉ moh-hamm@hotmail.com ☎ +966 547244322 🏠 Eastern Province, Saudi Arabia 🔗 [linkedin.com/in/m7sn](https://www.linkedin.com/in/m7sn)

Objective

- Fresh graduate in office administration, I have the ability to perform administrative work with high efficiency I look forward to the job opportunity and to work with my skills and practical experience to achieve the company's vision

Education

Jan 2020 - Mar 2023

- Diploma degree in the Department of Administrative Technology **Technical and Vocational Training Corporation (TVTC)**

Experience

Dec 2022 - Jan 2023

- **Secretary of director (Co-op Training)**
King Faisal University (KFU), Al-Hofuf
 - Data entry
 - document archiving
 - Receive and delivery documents
 - Arranging and organizing appointments, meetings and conferences

Dec 2019 - Dec 2022

- **Administrative**
Sham Excellence Trading Company, Al-Mubarraz
 - Manage all general accounting operations
 - Preparing budgets, income statements, profit and loss reports, revenues
 - Receive all cash receipts and checks, and store them in the cashier
 - Count and record amounts of money in the cash register

Skills

- **Computer skills**
 - Microsoft word
 - Microsoft Excel
 - Microsoft Powerpoint
 - Computer softwart
- **Personal skills**
 - Problems solving
 - teamwork
 - Fast learning
 - Time Managament
 - Mutletasking

Languages

- **Arabic - English**