

# ABDULMOHSEN AL-HAMMAD

## Office Management

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 Eastern Province, Saudi Arabia

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## 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 softwарт*
- Personal skills
  - *Problems solving*
  - *teamwork*
  - *Fast learning*
  - *Time Management*
  - *Mutletasking*

## Languages

- Arabic - English