

Hasan Almudarres

Secretary - Administrative Assistant



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Madinah - Saudi arabia

EDUCATION

High school certificate

Prince Muqrin bin Abdulaziz
High School
(2013 - 2012)

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.

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

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.

Oberoi 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 month

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