

HUSAIN ALGHAWI

office manegment



hun007x@gmail.com



0501777283



Qatif, Eastern Province ,



saudi arabia



29/01/1995



unmarried

PERSONAL SKILLS

Microsoft Office Programs	90%
typing	90%
fast lerning	100%
English communication (Spoken and Written)	90%

LANGUAGES

English	-----
Arabic	-----

WORK EXPERIENCE

Telecommunications technician

United Electronics Company (Extra), dammam-saudi arabia

Jul 2021 - Present -

- Receiving devices to send them to supplier.
- entering bills and service orders into seiple.
- make software, install windows and programs for windows.

Safety Officer

NSH Company, ras tanura-saudi arabia

May 2018 - Jun 2021

- Maintaining the safety of workers.
- make reports about hazards on the site.

EDUCATION

office manegment

Qatif Technical College, alqatif-saudi arabia

Feb 2016 - Jan 2018

COURSES

NSC-OSHA 30 hr Guidelines

Nov 2019

special technical training center-dammam

English course

Oct 2018

Technical higher institute for engineering and petroleum