

ABDULLAH ALAHMADY

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Email: Abdullah.a.alahmady@gmail.com

Birth: 06/09/1993

Statue: Single

interest: Investment , Business Development , Data Analysis , Programming

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EXECUTIVE SUMMARY

Currently I'm an administrator at Saudi Binladin Company serving the Holy Mosque in Medina. In short, my position is the connection between the main administration In Jeddah and more than 3000 employees in Medina

SKILLES

- Business Analytics
- Programming
- Public Speaking
- Communication
- Decision Making

BOOTCAMP

- Misk Startup Bootcamp | 11-2019
- The Training evaluation program for Development employee | 12 -2017

MEMBERSHIPS

- President Alhirah Toastmaster International Club for leadership and Public speaking | 2019 -Present

REFERENCE

Hussen Abdullah Gareeb
Head of Administration Department at Saudi Bin Laden Group.
00966504341563, hgharib@sbgom.com

WORK EXPERIENCE

Administrative

Saudi Binladin Group (SBG) | 2-2017 - Present

- Coordinate office activities and operations
- Present recommendation to the project manager about ways to increase effect
- Write and distribute email, correspondence memos, letters, faxes and forms
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Collecting, organizing, and storing information using computers and filing systems.

Achievement

- Employee of The Month | 5 - 2019
- The winner of the evaluation competition in the Toastmasters in Madinah area (2018)

EDUCATION

Taibah University

Bachelor degree | 2011 - 2016

- Collage computer science and Engineering (CCSE) information System

Diploma

business and investment | 2018 - 2019

- AlQurayat Chamber of Commerce E-Training And Development Center

COURSES

- Business Analysis Career Start from charles sturt university
- English Language Communication Course
- Project Management Professional PMP
- Diction and presentation skills
- Competent Communicator from Toastmaster international
- Investment principles
- Government Innovation Lab from Mohammed bin Rashid Centre for Government Innovation
- Web Application Development from Taibah University