Mshari A. Dajam

2360, Jeddah. Saudi Arabia
Phone: +966 548606667
email: mshari-705@hotmail.com

Work Experience

Administrative Assistant (Feb 2020 – Now)

Ali Abdullah BinDajam EST.
Jeddah, Saudi Arabia

Scheduled meetings and coordinated appointments
Mantained confidentiality and discretion
Organized and sorted incoming mail
Drafted documents, reports and memos
Managed expenses and travel assigments
Recorded and transcribed meeting minutes

Data Entry Clerk (May 2018 – Jan 2020)

Bin Dajam LTD.
Jeddah, Saudi Arabia

Updated company databases, inputting customer and supplier information, including contact information and payment details
Validated data to ensure correct entry and accuracy, spotting errors and correcting mistakes as necessary
Coordinated with personnel in various departments to double-check the accuracy of dubious data entries
Maintained digital and hard copy filing systems, sorting incoming mail, labeling customer records, and reviewing files on an annual basis
Handled delicate client information, including phone numbers, contact information, and income tax documents, with care and confidentiality
Performed basic office tasks, including filing paperwork, printing documents, using copy and fax machines, and running errands

Education

Jeddah University (2018 – now)

Software Engineering

References

Ali Abdullah BinDajam EST.
Mr. Ali Dajam, General Manager
+966 55 560 3367
AliDajambindajam.com

Bin Dajam LTD.
Eng. Abdulmalik Dajam, CEO
+966 55 575 3539
a.malikbindajamltd.com

Summary

Software Engineer enthusiastically for creating inventive projects that facilitate the proficiency and adequacy of authoritative achievement. Knowledgeable in innovation and composing code to make frameworks that are solid and easy to understand. A talented pioneer who has the demonstrated capacity to propel, instruct and deal with a group of experts to construct programming programs and really track changes. Certain communicators, vital scholars, and inventive makers foster programming that is redone to meet an organization's hierarchical necessities feature its center, and further its prosperity.

Professional Skills

Strong written and verbal communication skills
Strong collaboration skills
Core programming languages,
Microservices development
Adaptability
Troubleshooting

Languages

Arabic, native
English, advanced