

GHADEER AHMED ALOMARI

Contact

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Languages

- English speaking and writing
- Arabic speaking and writing

Skills

- Knowledge of computer skills
- Knowledge of Microsoft office (Excel - Outlook ..)
- Knowledge of human resources skills
- Excellent organizational skills and attention to detail.
- Communication skills
- Good verbal and written communication skills
- Problem solving
- Advance report writing skills
- Willing to learn new skills
- General Math Skills
- Data Entry Management
- Time Management
- Service-focused
- customer service
- Accounting principles knowledge
- Work under pressure
- Team work

Summary

I have experience in administrative assistant, secretarial, customer service, call center and social media.

I have knowledge of human resources skills and I Willing to learn new skills, I'm highly motivated and I am looking for a new job opportunity , new challenge in the Human Resources and Administration Department that suits my university major and my skills .

Education

Bachelor of Business Administration at (Imam Abdulrahman bin Faisal University)

Experience

- Social media officer customer service in eXtra United electronics co. **(September 2022 – May2024)**
- Customer service Agent in eXtra United electronics co. **(February - August2022)**
- Training in administrative work with a certificate of thanks in (Secretarial, customer service, data entry, Accounting) At English planet institute **(December2019)3Months**

Certifications and Training courses

- Advanced Human Resources Management at KFUPM **(SEP2024)**
- Human Resources Management at monsha'at **(SEP2024)**
- Project management content by Project management institue **(SEP2024)**
- Financial Analysis and data analysis (Future path career essentials program with Misk skills)**(May2022)**
- Business development & sales in digital enterprises With SDA **(April2022)**
- Course labor education according to Saudi labor law at Human Resources Development Fund (Doroob Program) **(2021)**
- Development courses at Imam Abdulrahman bin Faisal University**(2014-2020)**
- Cambridge international certificate in IT skills foundation approved by ministry of civil service and TVTC **(2015) 6Months**

Volunteer Works

- Administrative Assistant for Community Partnerships (tarmeem Charity) **(June2024)**
- Volunteer as a crowd organizer in sync event (Ithra) **(May2024)**
- Volunteer as Administrative Assistant and Program creator with (Social Development Committee) **(2020)**
- Volunteering with (Creative Union Foundation for Exhibitions and Conferences) **(2019)**