



Zainab Aljabri

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Objective

Obtain a position as Administrative in your corporation where I can optimize my skills for accomplishing the goals of the company .

Work Experience

2018-present HR Manager Master Group Company

Management and organization of staff, Find solutions and put out the ideas for managing the company, Search for new employees for vacancies and identify initial interviews with candidates in agreement with the concerned department , Preparing and delivering salaries on time with excellent accuracy.

2017-2018 Accountant Masarat for telecommunication

Responsible for the department of cards and balance.

Work Experience

2016-2017 Administrative Hanwha company

Organization of contracts at Basmaya Sales Centre .

Education

2012 – 2016 Mechanical Engineering University of Technology

General Mechanic

Skills

- Good Command of English Written and Spoken
- Teamwork and Cooperation
- Multitasking & Prioritizing
- Follow – up & Finalization of Tasks Requested
- Working under pressure
- 1 Year Experience in Sales Operations
- Very Good Experience In Working With :
AUTOCAD , SOLIDWORKS ,ANSYS