



OBJECTIVE

Dedicated, Eager to always learn and develop my capabilities to build my career in an area of expertise or in a new field in a respective organization.

Hard worker; always looking for a new challenge in my field to have the most experience and sharpen my skills.

Always engaged in the workplace whether I work alone in a Back-office job, as a team member in a project and poses a positive attitude in jobs facing customers.

CONTACT

Mobile:

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SKILLS

- 1- Project management.
- 2- Events management.
- 3- Communications skills.
- 4- Individuality and team player.
- 5- Quality management.
- 6- Punctuality and time management.
- 7- MS Applications proficiency (Word, PP, Access & Excel).
- 8- Work under pressure.
- 9- Detail oriented.

LANGUAGES

- 1- **Arabic** (Native)
- 2- **English** (Fluent)

References will be provided upon request.

NASSER M. ALDAWSARI

EDUCATION



Western Sydney University, Australia.
October 2018 - **Bachelor of Business and Commerce.**



GEMS School of Management, Sydney, Australia. Dec 2019. **Diploma of Business.**



Stratified College, Sydney Australia. Dec 2014. **Advanced Diploma of Business**



ACBI, Sydney Australia, OCT 2020, **Diploma of Project Management.**

WORK EXPERIENCE



President Shared Service Group (Project Manager)
June 2018 – September 2021.

Duties and responsibilities included:

- Define project scope, goals & deliverables that support business goals.
- Communicate project expectations to team members & stakeholders in a timely manner.
- Liaise with project stakeholders on an ongoing basis.
- Manage project expectations.
- Track projects milestones & deliverables.
- Provide periodically status reports.
- Define projects success criteria.

Among other duties & responsibilities.

KJ Global Services PTY LTD (Founder & General Manager)

Dec 2019 – Currently.

KJ Global Services provided Cleaning services to various clients in Sydney, Australia.

CERTIFICATES

- **Certificate III Advanced English for further study.**
- **Awasel granted an award for outstanding achievement.**
- **Faculty of communication and Information Computer Applications.**
- **Certificate Australian Business Apprenticeship Centre.**
- **Work zone traffic control skill, communicate in the workplace**
- **Certificate of writing skills ELS language.**