



Raed Bin Kanaan

Contact Information:

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objective

Striving towards raising the level of professional performance through continuous learning and development, and then reflecting the fruits of learning and development in the labor market.

education

Orouba Schools

Holds an excellent grade in high school

courses

- Administrative coordination.
- Communication skills with superiors.
- Skills to deal with work pressures.
- Polarization and selection.
- Creative secretarial skills.
- English.

Experience

Saudi Ground services company

Operating Assistant
January 2022 till now

- Follow up on the luggage itinerary.
- Ensure communication with blind teams.
- Coordination of operations of non-technical services of the aircraft.
- Operation of ground support vehicles.
- Coordination of operating services.

Ministry of Islamic Affairs

Supervisor
May 2014 - December 2021

- Communicate with mosque staff.
- Supervise maintenance contracts.
- Supervise mosque observers.
- Check the needs of mosques.
- Prepare periodic reports.

Skills

- Research
- Organization and planning.
- Time management.
- Communicate.
- Microsoft Office programs.