



**Abdul Rahim Abdullah Al Majed**  
Executive Secretary

administrative assistance and secretarial work

## Contact Info

	0504796198
	abdulrahim.a.almajed@gmail.com
	Male
	Married
	Dammam
	Saudi Arabia
	Saudi

## Skills

Ability to print in both...	Intermediate
Proficiency English language.	Expert
Positive and fast learning	Expert
Ability to work under pressure	Expert
Adaptation to the new environment	Expert
Skills of dealing with the public	Expert
Ability to communicate effectively with all cate...	Expert

## Languages

Arabic	Native
English	Good

## Education

01/2015

**Institute of Public Administration** Diploma - Executive Secretary

## Experience

06/2022 - Current

**Zamil Maintenance and Operation** administrative assistant

administrative assistant Saudization Department a camp aramco project Abo Ali

05/2018 - 05/2022

**Ahmad Nasser Albinali** administrative

1. Follow-up to the expiry date of drivers and driving licenses .
2. Inquire about traffic violations through the Tamm website
3. Issue exceptional transportation permits from the Ministry of Transport
4. Follow up on the completion of transactions and procedures with the relevant government and private agencies
5. Writing letters

08/2015 - 09/2016

**Al Wabil Contracting Establishment** Administrative clerk

1. Supervising the transportation and movement unit.
2. Site Supervisor.
3. Human Resource Coordinator.
4. Treasurer

## Courses

07/2021

**Microsoft Excel 2019** Alkhaleej Training and education

8/2022

**Executive Secretarial Development Program** Alkhaleej Training and education