

FOUZ ABDULLAH

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To obtain a full-time position and offers a professional working environment and enables me as a fresh graduate to grow while meeting the corporation's goals and to maximize my skills and experience.

EXPERIENCE

MAY2022 – PRESENT

OFFICE MANAGER MINISTRY OF MUNICIPAL RURAL AFFAIRS AND HOUSING

OCT 2021 – MAY2022

LEASING ASSOCIATES, SOLIDER

EDUCATION

07 2020

ADMINISTRATION SYSTEMS, ARAB OPEN UNIVERSITY

COURSES

- Managing Organizational Change
- Business Functions in Context
- Shaping Business Opportunities
- Entrepreneurship and Small Business Management
- Managing Across Organizational change
- Strategic Management
- Introduction to Financial Accounting
- Marketing Management

SKILLS

- Communication
- Problem-solving
- Transferable skills
- Microsoft Office
- Active listening
- Attention to detail