

# Manahel Fahad Albashir

Administration Manager

## Profile

Eager to have challenges positions in the financial world! Highly skilled in communication and managing clients to meet their expected needs.

## Skills

### Skill group

Communication 

Multi Tasks 

Microsoft 

Creative 

Emotional 

Intelligence 

Team Player 

## Contact

🏠 Riyadh  
☎ 0535555297  
✉ Mnahel.Fahad@hotmail.com

## Experience

- 2021 - Present**    **Jedis Sports Company**  
Administration Manager, Riyadh
- 2020 - 2021**    **The Pink Valley Foundation (Women)**  
Supervisor, Riyadh
- 2013 - 2015**    **FAB Commercial Institution**  
Administration , Riyadh

## Education

**Social Studies**  
King Abdulaziz University , Jeddah  
2017

## Training Courses

- Data Entry**  
The Gulf Institute, Riyadh
- Communication Skills and Career Behavior**  
Gulf Institute , Riyadh
- English Language Course Introductory Level**  
Gulf Language Institute , Riyadh
- Direct English Courses**  
Scourer 81%

## Languages

Arabic  
English - Fluent