

ALRASHEEDI MOHAMMED

Administrative Employee 1 year experience at Saudi Metal
Scaffolding/ factory

**PHONE.**

+966534800761

**EMAIL.**

Alrasheedi.Mohammed.D@gmail.com

**WEBSITE.**

www.linkedin.com/in/A-MD1

**ADDRESS.**

HarunAlrasheed St. 39956
Alaziziyah. Hafar Al-Batin

**BIRTH DATE.**

1996/2/5

MY SKILLS

WORK UNDER PRESSURE

STRONG WORK ETHICS

POSITIVE ATTITUDE

FAST LEARNER

TEAM WORK

Excel

Word

Powerpoint

COMMUNICATION

PROFILE INFO

Looking for improvements in my career to improve myself and my knowledge and to provide the adequate and optimum help for the Community.

LANGUAGE: English  Arabic 

EDUCATION

Northern Border University 2016-2022
Bachelor of English language & Its literature program
Graduated May 2022 .25
GPA 3.43/5 Good

WORK EXPERIENCE

ADMINISTRATIVE EMPLOYEE

- Post Administrative Employee in Saudi Metal Scaffolding / Factory.
- Khobar. Aug 2021 - Aug 2022 .
- Carrying out the services required by the Department of Administrative
- Carrying out internal correspondence between departments within the Factory
- Prepares papers and files organizing the work of administrative affairs
- Perform any other duties assigned by the management