

ABDULMHSN ZIYAD ALGHABBAN

Saudi Arabia

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CAREER OBJECTIVE

My goal is to advance in the workplace so I can develop my academic and practical skills, gain new experiences that will help me become an effective and distinguished member of the team, contribute to the development of the organization I work with, and serve my country.

EDUCATION

Bachelor's in Law and Regulations

- University of Tabuk
- GPA: 4.87/5 (First Class Honors)
- Graduation Year: 2024

WORK EXPERIENCE

Government Relations Clerk - Mohammed Al-Sukran Establishment - 2021 – 2024

- Handled official communications and documentation with government agencies.
- Processed visas, permits, and licenses as per legal requirements.
- Maintained accurate records of governmental transactions and correspondences.
- Ensured compliance with local laws and regulations in all administrative procedures.
- Acted as a liaison between the company and government departments to facilitate smooth operations.

COURSES

- Certificate in Word Processing (Word)
- Certificate in Spreadsheet Management (Excel)
- Effective Customer Communication Course
- Stress Management in the Workplace Course
- Time Management Efficiency Course

SKILLS

- Ability to work under pressure
- Problem-solving
- time management and organization
- Quick learning and adaptability
- Teamwork and collaboration
- Attention to detail
- Contract drafting and preparation

LANGUAGES

- Arabic: Native language
- English: Good