

ALAA FARID ALI

Administrator

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LinkedIn/Portfolio

Extra Field

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RIYADH, KSA



EXPERIENCE

Administrator

FAHAD GENERAL CONTRACTION

12/2022 - Present Riyadh, KSA

These services encompass all phases of a construction project, from planning and design to the actual building, renovation, or demolition of a structure. Construction services may also include project management, site preparation, and post-construction activities like maintenance or repair

- attention to detail, deadlines achievement

Administrator

Egypt Foods Group

07/2019 - 08/2022 Egypt

Egypt Foods Group started in 2000 under the brand name "Kalbaz" with the main purpose of manufacturing snack products. It started with a small production capacity and progressively enhanced its production capacity over the years, and the company has managed to establish itself as a market leader in Egypt.

- Preparing, organising and storing information in paper and digital form. Dealing with queries on the phone and by email. Greeting visitors at reception. Managing diaries, scheduling meetings and booking rooms.

EDUCATION

Bachelor of Physical Education

SADAT UNIVERSITY

2014 - 2018

SKILLS

FAST LEARNING

Dead lines

Follow Management instructions

SUMMARY

safekeeping important information, handling, organising and maintaining records, whether financial, for personnel or client-related

KEY ACHIEVEMENTS



Your Achievement

Describe what you did and the impact it had.

COURSES

ICDL

INTERESTS



Business development, administrative management,