

المؤهلات الدراسية

فبراير 2010 - سبتمبر 2013

Associate Degree in Materials Management

Yanbu Industrial College, Yanbu

Yanbu Industrial College is considered one of the best colleges in Saudi Arabia I graduated from college with a high intermediate diploma I obtained a diploma in English language, then studied accounting, administrative and financial sciences, production, manufacturing, and computer printing in both English and Arabic.

مايو 2015 - أبريل 2019

Bachelor's degree in Management

Taibah University, Madinah

I graduated with a Bachelor's degree specializing in Business Administration. I obtained this certificate after studying administrative sciences, accounting, communications, economics and computer science.

مارس 2020 - الوقت الحاضر

Master's in Business Administration

University of St. Gallen to study a master's degree in business administration, Switzerland

Studying a master's degree in business administration includes all administrative, financial and leadership sciences

الخبرة العملية

يناير 2017 - مارس 2022

Supervisor and Report Coordinator

Al-Kamal and Zircon Company as a Operations, Madinah

Obtaining courses and certificates in copying on the computer in both Arabic and English

2- Courses in office and administrative work, writing and drafting the report, and knowing the basic tasks in writing the report in Arabic and English.

3- Full knowledge in receiving the report and external transactions, recording and sorting them, sending and recording internal transactions, and recording outgoing and incoming numbers.

4- Follow up on incoming emails, end follow-up procedures, send outgoing emails, book meetings and notify.

5- Attend meetings, record important points, make the report and record the required.

مايو 2009 - يونيو 2012

Customer service

Harthiyya hotel, Madinah

Receiving the client, making reservations, confirming reservations, checking the room, contacting the client, and confirming reservations by phone

يونيو 2018 - الوقت الحاضر

Customer service-protocol department

Qatar Fly, Madinah

Ceremonial coordinator for VIPs in QATAR Airlines, receiving dignitaries, completing entry procedures, completing procedures and receiving from the airport, completing hotel procedures such as accommodation and work, arranging and securing visit sites, and providing all administrative matters related to the visit.



التفاصيل الشخصية

الاسم

FARIS FOUD SANFIRI

عنوان البريد الإلكتروني

Faris0565844025@gmail.com

رقم الهاتف

0565844025

العنوان

Medina 27/04/1409

تاريخ الميلاد

16 ديسمبر 1988

محل الميلاد

Madinah

النوع

Male

الجنسية

Saudi Arabia

المهارات



Customer service



Report and letters and write on the computer



personal contact



Computer software

مايو 2013 - يونيو 2015

Customer service

National Commercial bank, Madinah

Performing administrative services tasks in the bank, such as receiving customers, completing administrative procedures, communicating with customers, sending e-mails, answering all questions, sending mail, and preparing for visits.

مارس 2016 - الوقت الحاضر

Assistant

Prince Sultan Hospital for Armed Forces, Madinah

- 1- CHECK THE EMAILS
- 2- ANSWER THE TELEPHONE
- 3- WRITE THE MOMES
- 4- WRITE THE LITTER
- 5- CONTER THE MEETING
- 6- RECEIVING THE DECUMENT
- 7- EDDINTING THE INFROMATION
- 8- ORGATION THE OPPENMENT
- 9- GO TO THE MEETING AND WRITING THE NUTS
- 10- RECEIVNG THE GUSTS

اللغات



English

الهوايات

personal relationships ■

الملف التعريفي

My name is Faris Fouad Sanfiri, I major in business administration, and I aspire to obtain a master's degree and a doctorate in this specialty and to develop myself in all fields that benefit me

الدورات التدريبية

مارس 2012

Computer software

International certificate for the practice of computer programs

مايو 2013

Diploma in English Language

I obtained a high diploma in English, writing, reading, listening and grammar

مايو 2019

Courses in self-development

Courses in self-development

فترات التدريب

مارس 2017 - أبريل 2019

Courses in the reception and termination of VIP treatment

Saudi Arabian Airlines, Madinah

Courses in the reception and termination of VIP treatment

أبريل 2013 - أبريل 2016

Customer service
National Commercial bank, Madinah
Customer service

الأنشطة الأكاديمية الإضافية

مايو 2016

VIP service
Qatar Airways, Madinah
VIP service

المهارات الشخصية

English language, computer skills and personal relationships ■

المراجع المهنية

تتوفر المراجع المهنية عند الطلب.

الشهادات

أبريل 2023

Obtaining a classification certificate for work in a health facility
Obtaining a classification certificate for work in a health facility