

ABDULMAJEED ALQUMAYZI

Riyadh

التفاصيل الشخصية

Riyadh, 12211 Riyadh
0567924584 ,mgood2001234@gmail.com
الجنسية: Saudi Arabia
الحالة الاجتماعية: أعزب/عزباء

المؤهلات الدراسية

ديسمبر 2019 - يونيو 2022

Diploma of law
King Saud University, Riyadh

الخبرة العملية

نوفمبر 2019 - مايو 2022

Sales assistance
Alhoker, Riyadh

المهارات

• File and records management • sense of responsibility • Organization and completion ahead of time as certified by the current work team • Work on Excel and Word professionally • Responding to e-mails, working on employee requirements and completing them on time • Manage employee files and ensure they are completed • Housing important papers and uploading them to the personnel file in the company's program

اللغات

English