

AMMAR MUBARAK AL-BALAWI

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📍 Saudi Arabia - Tabuk

PROFILE SUMMARY

"Holding a Bachelor's degree in Law, I aim to apply my academic knowledge in a distinguished professional environment. I seek to utilize the skills and abilities I have gained, while continuously developing myself to achieve further successes and accomplishments in my professional career."

EDUCATION

- University of Tabuk
- Bachelor of (Law)
- GPA 4.86 , excellent with first class honors

SKILLS

- Leadership and flexibility at work
- The ability to plan, develop and self-educate.
- Taking responsibility, performance, achievement, and discipline.
- The ability to solve problems and confront the public
- Teamwork and team leadership
- Proficiency in using a computer
- Ability to endure work pressures and the ability to work outside working hours.

COURSES

General Corporation for Vocational and Technical Training:

- Occupational safety and health (OSHA) (30) training hours.
- Crisis and risk management (15) training hours
- Skills of using computers in office administration (21) training hours
- Human Resources Management (10) training hours
- Professional Project Management (PMP) (35) training hours
- Computer basics: (30) training hours
- spreadsheets (Excel) (20) training hours
- Secretary and administrative assistant skills: (10) training hours
- Writing administrative reports and correspondence (15) training hours
- Effective procurement and supply mana (9) training hours
- data entry and word processing, ("240hour" / "6" month)
- Cybersecurity and information crimes: (20) training hours
- Basic skills in information technology applications: (10) training hours
- Advanced skills in information technology applications: (10) training hours

LANGUAGE

- Arabic (mother language)
- English (intermediate)