

Faisal Alwabel

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Objective

A highly motivated and hardworking individual seeking a responsible position in a reputable organization to contribute technical and administrative skills.

Professional Experience

Administrative Assistant – Larsen & Toubro (Present) 2024\1

Providing comprehensive administrative support to a team of professionals, ensuring efficient office operations.

Transportation Supervisor – Ali Mohammed Almuneef & Sons Company 2021\1

Managed drivers, loaders, and other transportation staff.

General Controller –

Oversaw financial reporting, including monthly, quarterly, and annual closings.

Hardware Sales Specialist – Masdar Hardware 2020\1

Assisted customers in selecting the right tools and provided usage instructions.

Construction Sales Representative – Khaled Mohammed Al-Jasmi Trading 2019\1

Handled sales transactions with accurate documentation and compliance.

Education

Diploma in Computer Technical Support (2021 – 2023) – Technical and Vocational Training Corporation (TVTC)

Certifications & Courses

- CCNA: Routing and Switching Essentials
- CCNA: Introduction to Networks
- IT Essentials: PC Hardware and Software
- Introduction to Cybersecurity
- Introduction to IoT

Technical Skills

- Networking: Configure and manage wired/wireless networks.
 - Hardware & Software: Install, troubleshoot, and repair desktops.
 - Security: Implement and maintain security measures.
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