

Nawaf alnasser

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Summary

Timekeeper in a contracting company. I have two years of experience. I am looking for a better job in a company that allows me to develop.

Skills

Flexibility | Computer skills | Organisation | Problem solving | Teamwork | fast learner

Experience

Al Rashid Trading & Contracting Company, Hofuf AlAhsa, *TIMEKEEPER* , 12/2022-**present**

My current job as a timekeeper has two aspects: administrative and field work. There were more than 60 employees under me previously, and currently 35.

- Maintain employee files and records, and Calculating overtime and paid time off.
- monitoring of clocking in and out time for an employee and the number of hours they work, and Linking management and field workers

Education

Bachelor of Geography, Graduation Year (06/2018-06/2022), Imam Muhammad ibn Saud Islamic University, Saudi Arabia- Hofuf

Languages

Arabic / Native

English / advanced