

# Fahad Hamoud Alosaimi

Single | Date of birth: 07/12/1994

## CONTACT

### 🏠 Address

Riyadh, Al Malik Faisal  
District — Saudi Arabia

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## SKILLS

- Administration & office support •
- Customer service & client relations •
- Microsoft Office & internet tools •
- Work under pressure & meet deadlines •
- Teamwork, planning and coordination •
- Willingness to travel for assignments

## LANGUAGES

- Arabic — Native •
- English — Good (working level)

## Computer Skills

Microsoft Office — Excellent; Internet & online tools — Excellent; Other programs — In training.

## PROFILE

Reliable and organized administrative employee with practical experience in management, customer service, operations, and project management. Proficient in Microsoft Office and internet applications. Strong communication and interaction skills, able to work under pressure and adapt to office and field duties. I am seeking a stable position to apply and develop my professional skills.

## PROFESSIONAL EXPERIENCE

### ❖ Administrative Officer - Arabian Construction Company (2014 – 2018)

4 years • Daily administrative tasks and project documentation • Coordination with departments and support for purchasing and logistics

### ❖ Customer Service Representative - Zain Telecommunications Company \*(2018 – 2019)

1 years • Handling customer inquiries and complaints and coordinating with technical teams

### ❖ Road Supervisor - Meshari Al shathri Engineering Consulting Company \*(2019 – 2022)

3 years • Monitoring projects, supervising maintenance work, photographing visual distortions, and preparing daily reports

### ❖ Administrative Assistant - Al Injaz Trading and Contracting Company \*(2022 – 2024)

2 years • Contract support, project follow-up, reporting, and logistics support, working at The Line (NEOM)

## EDUCATION

Diploma — Technical College, Saudi Arabia. Specialization: Surveying Graduated in 2019

## Personal Attributes

Strong computer literacy; excellent communication and interpersonal skills; adaptability; ability to work under pressure; team player; organized and punctual; willing to travel for assignments.

## Courses & Training

Administration basics; Life skills & planning; Time management; Customer service; Communication; Practical short technical courses