

Abdulaziz Almeshja

Administrative Assistant | Document Controller | Executive Assistant | Coordinator | Secretary | Data Entry

0552579952 · Abdulazizalmeshja@hotmail.com · Saudi Arabi · [linkedin.com/in/abdulaziz-a-b27ab4198](https://www.linkedin.com/in/abdulaziz-a-b27ab4198)

SUMMARY

I am Abdulaziz Almeshja I graduated from (IPA). I am looking forward to working for you, advancing this organization, and utilizing my skills in an opportunity you have in the administrative field.

I have many courses in the administration field and I would like to develop my skills in this field.

SKILLS

Microsoft Office (Excel , Word).

Writing reports.

HR softwares (Jisr , ZenHR).

Government platforms (Qiwa , Gosi , Muqem, Mudad).

SAP (ERP System).

Excellent Communication.

Teamwork and Problem solving.

Scheduling and Time management.

Organizational and multitasking Skills.

Archiving files.

Outlook mail.

PROFESSIONAL EXPERIENCE

DataEntry United Transformers Electric Company |2022 - 2024

- Entry daily maintenance records.
- Writing weekly , monthly reports.
- Controlling materials and distributing them to technicians for use in maintenance work.

Customer Service Agent AmericanaGroup |2019 – 2019

- Handling calls for the group restaurants.
- Manage online apps orders.

ProductionWorker Kako Food |2018 - 2018

- Work on the production line for sandwiches, meals.

EDUCATION

Diploma of Computer Networks | Institute of public administration| 2016

COURSES

- **Administrative Assistant and Team building.**
- **Personnel Affairs and Administrative Development Course.**
- **HR Specialist Skills Essentials.**
- **Microsoft Excel 365 intermediate.**
- **Customer service foundation and service metrics.**
- **Communication styles cross culture situations.**
- **Prioritization and time management at work.**
- **The value of a learning mindset.**
- **Basics of inventory and Introducing inventory management.**