

Fahad Hamoud Alosaimi

Location: Al Malik Faisal District, Riyadh, Saudi Arabia

Phone: 0509993220

Gmail: fahad.alosaimi.sa@gmail.com

Career Objective

Reliable and organized administrative professional with hands-on experience in management, customer service, operations, and project coordination. Skilled in Microsoft Office and internet tools, with strong communication abilities and adaptability to both office and field environments. Seeking a stable role to apply and grow professional skills.

Education & Certifications

- **Diploma in Surveying**
- **Technical College, Saudi Arabia**
- Graduated in 2019

Experience

- **Administrative Officer – Arabian Construction Company (2014–2018):** Performed daily administrative tasks, managed project documentation, coordinated between departments, and supported purchasing and logistics operations.
- **Customer Service Representative – Zain Telecommunications (2018–2019):** Handled customer inquiries and complaints, provided technical support coordination, and ensured customer satisfaction.
- **Road Supervisor – Meshari Al Shathri Engineering Consulting (2019–2022):** Supervised road maintenance projects, conducted visual inspections, monitored progress, and prepared daily reports.
- **Administrative Assistant – Al Injaz Trading & Contracting (The Line – NEOM) (2022–2024):** Supported contract management, followed up on project execution, prepared reports, and assisted with logistics and coordination.

Training Courses

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

Personal Skills

- Administration and office support
- Customer service and client relations
- Microsoft Office and internet tools
- Ability to work under pressure and meet deadlines
- Teamwork, planning, and coordination
- Willingness to travel for assignments
- Microsoft Office: Excellent
- Internet and online tools: Excellent
- Other programs: Currently in training

Languages

- **Arabic** : Native
- **English** : Very good