



OMAR SALAH IBRAHIEM MOUSA

SECRETARY AND DOCUMENT CONTROLLER

About Me

- I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.*



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LANGUAGE

- English

EXPERTISE

- aconex
- Management Skills
- Creativity
- Leadership
- Excellent Knowledge in Word, Excel, power point, outlook, internet applications
- very good user of computer and internet.
- good knowledge in dealing with cash and equivalents.

REFERENCES

- Available upon request

EXPERIENCE

SARH ATTANIA COMPANY Saudi Arabia - Jazan 2021 - 2023

Work as a document controller on the Aconex program to organize files and monitor project work

ABDULLAH AL*AZZAZ & PARTNER LTD .CO Saudi Arabia - Dammam 2020-2021

Work as a secretary and data entry on Office and Photoshop programs

EDUCATION

Alabasia institute for computers and business science

SKILLS SUMMARY

- aconex knowing me program It is a platform for online file sharing and management of processes, documents, graphics and audit trails. workflows, building information models, communications, and workflows.
- Transmission and receipt of requests (receipt of work - sending of charts...) from the contractor and sent by all elements

CAREER OBJECTIVE

- To enhance my technical knowledge and spark my career path by joining a reputable stable organization (preferably multinational), where I can experience challenging situations in all areas