



# CV

# Ghadeer Almutairi

## Personal Information

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 0504127328

## Career Objective

I am looking for a job in a work environment that encourages self-development and seriousness by working and getting an opportunity to hone my skills, acquire more skills and knowledge, upgrade my career path and serve the place where I work and participate in its development for the better and serve the community.

## Skills

Computer use, Internet and communications.

Printing Arabic and English.

Working with the team.

Behaving in a good manner.

## Education

- Bachelor of General Administration, King Saud University \ 2009
- Diploma of Office Technology\ 2010
- Diploma in English, Imam Muhammad bin Saud University \ 2015

## Experience

- Human Resources management\Olayan Co., 2009 to 2013
- Civil Affairs\Ministry of Interior, 2015 to 2017
- Public Transport Authority\Advisor in President's Office, 2017 to now

## Courses and Volunteer

- Volunteer at King Saud University
- Training at King Faisal Specialist Hospital (Relationship Management)
- Participation in the Third International Conference on Disability and Rehabilitation
- Member of the Saudi Society
- Member of the Management Club
- Member of Human Resource Management Club
- Course in stresses and emotions
- Course in problem solving and decision making skills
- Course in problem solving strategy
- Course in building self-confidence
- Course in Access
- Course in SPSS
- Course in Developer Civil Status Systems
- Course in Success Engineering
- Course in the procedural manual for the work of the Civil Registry
- Course in Effective communication skills in the work environment,
- Course in work procedures, plagiarism and forgery
- Course in the art of etiquette
- Course in Preparing and writing administrative correspondence
- Course in Team building skills
- Course in Personal Training (20 hours)
- Course in Write a successful CV and interview
- Supply Chain and Logistics Conference (2017/2018)
- Course in Introduction to logistics
- CILT Certificate in Supply Chain Management and Logistics