



Abdulwahab Asiri

Administrative Assistant

SUMMARY

To enhance my strong sense of dedication, motivation, and responsibility for my career path.

WORK EXPERIENCE

Feb 2020 - Present - **Accountant**
Ministry of Finance
Riyadh, Saudi Arabia

Jan 2013 - Feb 2014 **Purchase Executive**
Tauwniya
Riyadh, Saudi Arabia

EDUCATION

Aug 2015 - Aug 2018 **Bachelor of Business Administration**
Imam Muhammad Bin Saud Islamic University
Riyadh, KSA

PERSONAL SKILLS



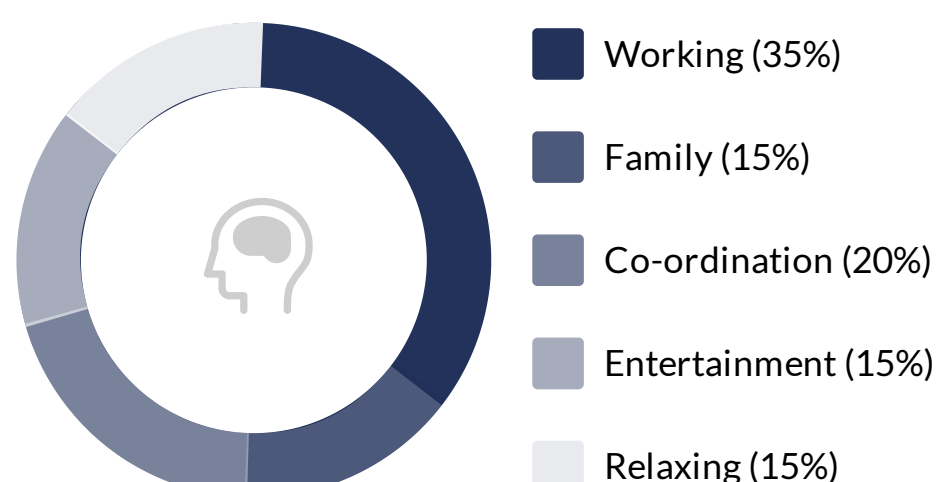
COURSES

- Project Management Program (PMP) - Oct 2022
Almidra Training Center, Riyadh
- Self Management and Time Management - Jul 2022
Management Expert Center, Riyadh
- Emotional Intelligence - Aug 2022
Management Expert Center, Riyadh

MOST PROUD OF

- Physical Organization**
Creative Thinking, Effectiveness, Productivity
- Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning
- Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

MY TIME



✉ asd00715@gmail.com

☎ +966532106327

📍 Saudi Arabia

🌐 Saudi Arabian

📅 18/04/1989

👤 Married

LANGUAGES

Arabic ●●●●●
English ●●●●●

HOBBIES

🚲 Biking

✈ Traveling

🎬 Watching Movies

🏊 Swimming