

ASEEL ALGHAMDI

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📍 Saudi Arabia

EDUCATION:

English Language Institute
Sheffield Academy

2024

Bachelor's Degree Geological
Exploration Techniques
King Abdulaziz University

2021

EXPERIENCE:

Administrative specialist
Saudi Binladin Group (SBG)

2024 - up to date

Administrative organization, data entry, writing reports, printing, saving documents in computer files, and receiving auditors' requests for going on vacation and returning from it.

Customer service specialist
King Abdulaziz Airport

2023

Receptionist
King Abdulaziz Airport

2022

- **In the first period:** Reception of Hujjaj, directing them to their needs and then to the buses, making sure of their passport, visa and its date.
- **In the second period:** Receiving buses coming from Makkah and Madinah, verifying the flight number, location, timing. And finally farewell to Hujjaj to them country.

Geological explorer - Co-op training
Arab Oil and gas academy - PioPetro of Marietta College and The SPE Egypt section

2020

CERTIFICATION :

- **English Language Institute**
Sheffield Academy

- **Certificate of completion the intership**
Arab oil and gas academy July 2020

- **Computer Basics**
Doroob Nov 2021

- **Safety at Work**
FHM Sep 2021

LANGUAGE :

- Arabic
- English

SKILLS :

- Microsoft Office
- Communication
- Solve Problems
- Data Entry
- Teamwork
- Time Management