

Jaber Obaid Alfahadi

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Jabir Alfahadi

Saudi Arabia

SUMMARY

As a graduate of Prince Sattam bin Abdulaziz University with a Bachelor's Degree in English Literature. My technical expertise includes knowledge of Microsoft Office Suite, Strong Computer Literacy Skills, Human Resources Analysis, Database Management Systems, etc. Complemented by soft skills such as Communication, Time Management, problem-solving, Collaboration, and Teamwork with a creative approach to challenges.

EXPERIENCE

Prince Sattam bin Abdulaziz University | Saudi Arabia

Faculty Member | August 2023 – January 2024.

- Adapted course materials to meet the individual needs of learners.
- Assisted students in developing effective study skills for academic success.
- Collaborated with colleagues to design meaningful and engaging learning experiences for students.

Translator | May 2022 – December 2022.

- Provided accurate translations of documents and publications from the target language to English.
- Translated documents using clear and concise language to enhance understanding.
- Understand and effectively communicate terminology in both English and the target language.
- Proofread final drafts for spelling, grammar, punctuation, formatting, and consistency.

Ensan Organization | Saudi Arabia

Administrative Assistant | August 2022 – November 2022.

- Developed and maintained filing systems for confidential documents and records.
- Provided administrative support, including scheduling meetings and preparing agendas.
- Coordinated office activities and managed communication, ensuring workflow.

EDUCATION

Prince Sattam bin Abdulaziz University | Saudi Arabia

Bachelor's Degree in English Literature | 2023.

OTHER

● Technical Skills:

- Data Entry.
- Data Analysis.
- Document Management Systems.
- Data Analysis and Reporting.
- Database Management System.
- Human Resources Information Systems.
- Human Resources Analysis.
- Advanced knowledge of Microsoft Office Suite.
- Strong Computer Literacy Skills.

● Soft Skills:

- Communication.
- Problem-Solving.
- Attention to Detail.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.
- Strategic Thinking.
- Decision-Making.

- **Languages:** Arabic, English, STEP Test= 72, Aptitude Test for University Graduates= 75.