

**Personal details:**

Name: Talal Sohail Al qarni
Address: Saudi Arabia - Jeddah
Marital status: Married
Cellphone: 0599419419
E-mail: talalalqarni@live.com

Objective:

I have a wide experience, good multi-tasking skills, proficiency related to different fields of work.

Education:

2019 – Present : Human Resources Diploma.
2002 --2004 Diploma, Secretarial

Training courses & qualifications:

2019 - Attend basic human resources course (10) hours
2002 - Pass data entry and text processor course (240) hours
2008 - English Language course (40) hours

Work experience:

Administrative manager.

- Arabian Auto Agency Ltd. From Jan 2014 to 2019

Administration Officer.

- Arabian Auto Agency Ltd. From Jan 2011 to Dec 2013

HR &Administration Assistant.

- Arabian Auto Agency Ltd. From Jan 2006 to Dec 2010

Secretary.

- Arabian Auto Agency Ltd. From Aug 2002 to Dec 2005

Languages:

Arabic: Mother tongue.

English: Good - Reading, writing, speaking.

skills:

- Professional skills in Computer & Microsoft office
- The ability to establish small companies
- A proven ability to work effectively with people of all levels.
- Good communication skills.
- Good in dealing with the Oracle program
- Ability to work under pressure.
- Self-directed and able to take initiative.
- V. Good in manage time and can concentrate on multiple duties at once.

Interest

Reading books - Photography - Self-Improvement