

MUNEER HEJJI ALHAYEK

BRIEF ABOUT ME

I am a business administration graduate and I aspire to be an important person who can be relied upon in making decisions, developing skills, and applying what I have learned on the ground to serve the organization and the interest of the nation.

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 Riyadh

WORK EXPERIENCE

Liceria & Co.
2024 - Present

RAMLET EL BAYDA MINING COMPANY

Human resources writer

Job tasks: conducting personal interviews - sorting a resume - managing social media accounts-design and photography - registering with companies as a supplier - following up emails - negotiating with buyers

Liceria & Co.
2021 - 2024

SALA ENTERTAINMENT COMPANY

Operator

Job tasks: customer service - cashier - running games

Liceria & Co.
2019 - 2020

ABDUL AZIZ IBRAHEEM AL-QURASHI COMPANY

Salesman

Job functions: cashier - inventory - customer service

EDUCATION

Fauget Universtiry
2017-2021

IMAM MUHAMMAD BIN SAUD ISLAMIC UNIVERSITY

Graduate of Bachelor of Business Administration

SKILL

- Rapid learning
- Complete the work with accuracy and mastery
- Effective interaction
- customers service
- Adaptation in the work environment
- Use of computers and familiarity with Office programs
- The new design of Photoshop programs
- A call for charitable and volunteer work