

Ayoub Elzubair Mohamed Musa



Riyadh Saudi Arabia



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Skills

- Interpersonal Skills
- Communication Skills
- Time Management
- MS Office
- Adaptability
- Detail Oriented

Training Hours

- CCNA 30H
- IELTS writing 3H

Languages

- Arabic ★★★★★
- English ★★★
- French ★

summary

Hardworking and dedicated individual looking forward to work in an organization where I can expand my knowledge and skills along the way. I also look forward to play an important role in the success of the organization. My obligation is putting my maximum effort in every work I do.

Education

Bachelor of Science

Faculty of Computing & Information systems

Career

Administrative Assistant

2017 – 2023

Recruitment Office

- Organizing meetings, negotiating agreements, and having conversations with foreign recruitment counterparts.
- Communicating with clients, hiring house service employees, presenting CVs to them, and marketing and closing contracts.
- Verifying the accuracy of official contract data and attaching the necessary documents for documentation and approval by the appropriate government bodies.
- Translating and take actions of official advisories of foreign government bodies.
- Carrying out all administrative, executive, and advisory tasks inside and outside the office.

FTTH Technician Assistant

2023 – present

Telecommunication & IT Company

- Resolve, repair and install fiber optics systems, ensuring that they work properly.
- Examine and replace faulty and/or old fiber optic cables.
- Take care of fiber splicing and rectify fiber optic problem areas.
- Keep track of the signal strength of different devices including: television, telephone, and high-speed internet.
- Inspect, analyze, and troubleshoot client systems and equipment.