

Abdul Majeed Bader Al Roqi

OBJECTIVE

Secure a position in a reputable organization that aligns with qualifications and career aspirations, also confident that my expertise in delivering results will enable to make a significant contribution to the organization's success. The main objective is to join a dynamic and forward-thinking team where can leverage skills and knowledge to drive innovation, improve efficiency, and achieve outstanding results.

EDUCATION

Al Taif University | Saudi Arabia

Bachelor in Islamic Studies

- Reading and studying Islamic sacred texts such as the Quran.
- Understanding the history and evolution of Islam throughout different periods.
- Exploring theological and philosophical issues related to Islam.
- Studying other religions and engaging in comparative understanding of religious beliefs.
- Conducting research on specific Islamic topics and writing reports about them.

SKILLS

- Education and Guidance.
- Planning and coordinating to ensure sufficient time for task completion and goal achievement.
- Interacting with the team and promoting effective communication among team members.
- Cybersecurity Awareness.
- Proficiency in using computers, Microsoft Office programs.
- Ability to self-develop and adapt to different work conditions.
- Proficiency in accurately entering data into various systems.
- Efficiently managing time.
- Research and Analysis.
- Cultural Sensitivity.

CONTACT

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Courses

- Introduction to Cyber Security | Deanship of Student Affairs Computer Club | 2022
- Data entry and Word processing Course | 35 Hours.
- TOT Trainee Training at a rate of 35 hours for six days
- Business Administration at a rate of 35 hours for six days
- Human Resources Management at a rate of 30 hours for five days
- Change Management at a rate of 20 hours for four days
- Administrative Leadership Skills at a rate of 15 hours for 3 days
- Use of Computer in Office Work at a rate of 60 hours for 15 days
- Excellence in Customer Service at a rate of 35 hours for six days
- Creative Leadership at a rate of 15 hours for three days
- Communication within the Work Environment at a rate of 15 hours for three days
- Report Preparation and Administrative Correspondence Skills at a rate of 16 hours for three days
- Administrative Assistant Skills at a rate of 15 hours for three days
- Executive Secretarial and Office Management at a rate of 20 hours for four days
- Preparing and Designing Training Packages at a rate of 15 hours for three days

LANGUAGES

Arabic.
English.