

HISHAM NAZER

 Saudi Arabia - Jeddah
 Saudi
 Married
 10 July 1986
 +966544570003
 hi.nazer@gmail.com

WORK EXPERIENCE

● King Abdulaziz university
Jun. 2011 - present

Administrative Assistant

- ◆ All administration work related to the department.
- ◆ preparing all the official letters directed to the Government sectors and non-government sectors.
- ◆ Expanded knowledge about government and non-government services websites.
- ◆ Coordinate and prepare for meetings, writing the minutes of meeting and do all the needed follow up.
- ◆ Maintain and archive reports, letters and all Departments' files.
- ◆ Receive and send the Inbox & Outbox and direct it to the related departments.
- ◆ Issue a suggestion yearly development plans to improve the department procedures.
- ◆ Following up all the requests and ensure achieving it.

● Bin Laden Group, KAUST,
Sector (ABCD)
Feb. 2009 - Jul. 2011

Architectural Technician

EDUCATION

● King Abdulaziz University
2015

Bachelor of Human Resources Management

● Al-Thagher High Institute
Training & Technology
(Equivalent to the collage of
Technology)
2010

High Diploma of Architectural

- ◆ *Attested from Technical & Vocational Training Corporation*

● Secondary Institute for
Technical Observers
2005

Secondary Diploma of Architectural

- ◆ *Attested from Technical & Vocational Training Corporation*

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TRAINING COURSES

● AFAQ PCMST 2020	◆ Professional project management (36 hours)
● King Fahad Public Library 2019	◆ Japanese Ikigai Theory
2018	◆ Strategic leadership for creating a creativity motivational environment
● King Abdulaziz university 2018	◆ Writing Administrative Reports ◆ Human Resource Development
2017	◆ Advance Skills (Word – Excel) ◆ Professional Secretarial
● Secondary Institute for Technical Observers 2005	◆ Architectural drawing with computer (AutoCAD)

SKILLS

- Good knowledge in all HR aspects
- Ability to work under pressure
- Confident and self-motivated to take new challenging tasks
- Team player with ability to work with different people from different background
- Can easily adapt to new technologies
- Eager to Learn

EXPERTISE

◆ AutoCAD

Extensive

◆ Read the Architectural Master plans

Extensive

◆ Microsoft Office

Extensive