

## Resume



### Alaa Nageh Galal Hassan

Riyadh  
 +966542824778  
 alaa.nageh85@gmail.com

12/12/1985  
 Married  
 Egyptian



## EDUCATION

**Bachelor of Management Information Systems (MIS)** / 2003-To 2007  
*Higher Institute of Computer Science and Management Technology*



## EXPERIENCE

**Data Entry** / From 29/10/2007-To 30/02/2009 Riyadh  
*CPC - Premco Company*

**Document Controller** / From 26/10/2011-To 31/07/2012 Riyadh  
*CPC - Premco Company in Planning Department*

**IT Technical Support Help Desk** / From 01/02/2013-To 31/12/2015 Riyadh  
*SBG - ABCD Company in IT Department*

**Data Entry** / From 01/10/2017-To 30/09/2018 Riyadh  
*SAUDI EDRAK Contracting Company*

**Senior Operator** / From 01/10/2018-Up to Date Riyadh  
*Tejoury Company*



## SOFT SKILLS

- Communication
- Leadership
- Teamwork
- Adaptability
- Time Management
- Problem Solving



## PROFESSIONAL SKILLS

- MS Office ( Word, Excel, Outlook, Powerpoint, Access )
- Google Drive ( Docs, Drive, Forms, Gmail, Sheets )
- Email ( Outlook, Gmail, mail merge, filters, folders )
- Operating systems ( Microsoft Windows )
- Social media ( LinkedIn, Facebook, Twitter, Instagram, YouTube, Tiktok )
- Spreadsheet
- Communication Tools
- Operating System Maintenance
- Internet Connection
- Computer Drivers
- Components Configuration



## LANGUAGES

- Arabic , Native
- English , Very Good