
MOHAMMAD ESSAM HEJAZI

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COMPUTER SKILLS & RELATED COURSES

Languages

- Arabic –Native language
- English – second language

Software

Microsoft Office: Word, PowerPoint, Excel, outlook

Related courses

- INTRO TO TECH PROJECT
- DECISION ANALYSIS FOR BUSINESS
- MANAGEMENT INFORMATION SYSTEMS
- SYSTEMS ANALYSIS AND DESIGN

EXPERIENCE

2008-2009

Administrative Assistant, *Twaik Co. Ltd in Operation and Maintenance*

- I worked for Twaik Co. Ltd in Operation and Maintenance, from the 1st of March 2008, until the 30th of April 2009. I have worked as a full time employee. At the time I was also studying at KING ABDULAZIZ UNIVERSITY (KAU) in Distance Learning Program majoring in Business Management.
- Managing office demands, office resources.
- Developing data management plans and policies for file storage.
- Backup data and to ensure proper files are selected for backup and stored in proper storage conditions.

EDUCATION

2011-2015

Bachelor Degree of Science in Business Management with a concentration of entrepreneurship, *Wentworth Institute of Technology*