**Name : FATTAH**

**Head of E.gov Department & Public relation officer Manager.**

* Mail : Fattah.151030@2freemail.com

**Summary**

To pursue a challenging career with your organization, I would like to apply the knowledge and experience I gained in work related situations, advancing myself and the place I work.

**Education**

**Bachelor of social service, 2004**

**Higher Institute for services social**

Social work

**Personal information**

Date of Birth                  :           06 - March - 1982

Religion                         :            Muslim

Marital Status                :            Married

University Degree         :           Bachelor of social service, 2004

College                         :            Social work

Notes: I have more experience in business management and E-government.

**Skills**

Very good user for MS Windows, MS office Programs and Internet.

Excellent communication Skills.

Working Under Pressure.

Complete Tasks ahead of Time.

I like to benefit from others if it is a testimony to me.

**Work experience**

I HAVE experience in all administrative functions for human resources ( 11 years ) .

In addition, I worked at the following sites in this companies.

**Working in E-government Section.**

**At Aljaber Trading and contracting.**

Make everything online ( Medical - Fingerprint - new resident permit issued - resident permit renewal - new visa issued - contact with agency - demand letter - responsibility for recruitment - typing new contract - encode and input data in excel  .

**Head of E - Gov department.**

**At Albandary Engineering Trading and contracting**

Organizing the job and directing the team to complete the tasks.

**languages :**

Arabic                            :         My mother tongue.

English                          :        Very good writing, understanding and very good speaking