

# NURUL ABSAR

Not specified

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## Career Objective

Dear Sir, I am writing to you to express my interest for a suitable position in your esteemed organization. I have over 27 Years of experience in the Kingdom of Saudi Arabia. As a Worker of Warehouse keeper Inventory, Sales Executive, Sales Manager, Supervisor, Production Manager, and Data Entry, Typing, Adobe Photo shop, Adobe illustrator Designer position. I am being placed as a Graduate I am looking for a challenge. I look forward to hearing from you. Yours sincerely Nurul Absar.

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## Work Experience

### Executive Secretary at (Al Rajhi Com. LTD.)

01-Jan, 1970 - 05-Jan, 2021

Responsible Data entry, typing, designs and all incoming to outgoing couriers, mails, Emails, faxes and distribute to the concerned department, Replaying back and maintaining daily. Business correspondence preparing of invoice and purchase orders responsible for typing letter and internal documents using MS word. MS Excel , MS Power point, Adobe photo shop, Adobe illustrator. Maintenance of database records of clients address, telephone numbers responsible people. To maintain all personal documents of employees and their pay roll. An excellent communicator, people oriented team builder with well-developed planning and execution skills.

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## Skills

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## Education

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## Personal Information

Father's Name:

Mother's Name:

Gender: male

Date of Birth: 1970-12-30

Nationality: Bangladeshi

Religion:

Address: