

# ***Saif Aad Saleh Al-Abadi***

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## **Objective:**

To work for an organization that will allow me to advance my knowledge & skills while positively contributing to meet the company's goal.

## **Education:**

### **High Secondary School (Muscat)**

### **Diploma in Information Technology**

- Binary University College – Malaysia

#### ***Majoring:***

Information Technology

### **Bachelor in Business Administration**

- Metekhi Public University – Malaysia

#### ***Majoring:***

Management Information System

## **Skills:**

- Programming ( VB , C++ )
- Database
- Computer Design
- Formatting Windows
- Word Processing, Access. Excel, Power Point & Internet

## **Work Experience:**

- ( Working ) As HR Assistant at Ajib Trading Company L.L.C

**Languages:**

- Fluent in Arabic & English (Speaking, Reading & Writing)

**Hobbies:** Reading, Swimming, Camping, Football

Dear Recruiter,

Having recently earned my Bachelor degree in Business Administration (Information System) at Metekhi Public University, I would like to apply for the position of HR Administrator/ Assistant at your firm. Currently I am working with Ajib Trading Company as an Assistant Human Resources Officer. Taking initiative has always been my academic and career strength, along with:

- Understanding responsibility.
- Holding an intense work ethic.
- Possessing social skills that build and maintain relations across and beyond the organization.
- Striving to do my best in any situation to meet corporate objectives.

I believe my strengths, abilities and skills make me an excellent candidate for this job. I am extremely reliable, considerate, personable, and I am comfortable working with all personality types.

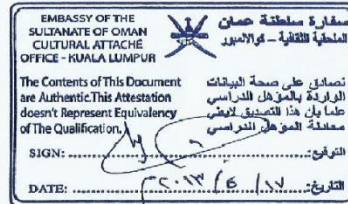
Thank you for taking the time to review my credentials. I would welcome the opportunity to discuss how my education, practical skills, and background qualify me to be a member of your company.

Please give me a call at 95839885 and/or email me at [alabadi@live.com](mailto:alabadi@live.com) .

Sincerely,  
SAIF AAD



Dr. Khamis Saleh Al-Bulushi  
Cultural Attaché



DK-KP-27038

This is to certify that

**SAIF AAD SALEH AL ABADI**

for successfully completing a course of instruction on



**DIPLOMA INFORMATION TECHNOLOGY**

at

BINARY UNIVERSITY COLLEGE, MALAYSIA

Date **20<sup>th</sup> June 2009**

12/02/2012

Chairman of Binary University College

Principal of Binary University College



**Tbilisi Public University Metekhi**

In collaboration with

**European Institute of Education**

Upon The Recommendation Of The Faculty  
Has Conferred The

**BA (Hons) in Business Administration Majoring in MIS**

ON

**SAIF AAD SALEH AL ABADI**

With All The Rights And Privileges Thereunto Appertaining.  
In Witness Whereof, They have Presented This Certificate Duly Signed.  
Given this day 26<sup>th</sup> July 2012