



Wadha Al-Mulhim

Graduate



Professional Summary

Multi-talented girl consistently approved her success in several fields, like secretary and administration. Experienced in managing daily & routine work, scheduling and secretary. **Fast learner**, hard worker and reliable.



Work History

2019-09 -
2019-12

Administrative Affairs Coordinator & MIS section (trainee)

Al Hussain & Al Afaliq Group (AH Group), Al ahsa, eastern.

During my training course, I created a local database management system called (invitation), instead of writing invitation cards and keep records of them manually, the system helped the manager to write, record and send them automatically.

On the other hand, the company dealt with massive number of bills, and part of my job was to get details from STC website.

Plus, some excel documenting to keep absence up to date.

One more thing, is that I learnt a lot about secretary by helping the secretary of Board of Directors with her daily tasks, like managing the board's schedule and organizing meeting's room.

finally, I worked on the company budget an updated it monthly.



Education

2014-06 -
2019-12

BBA: Management Information Systems



Contact

Location

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Skills

Microsoft office

Excel, word & power point

Accounting

Financing

Sales & marketing

Media management

Writing Documentation

Good communication

Java

Management & Business

Planning & scheduling

Photoshop

English + Arabic



Languages

Native Arabic

Fluent English



Art & Design

Beside my education, there's part of me that was made for art! I started a small business couple of years ago, in the beginning, I was doing small portraits for individuals, but after that, I took my talent to another level! and started doing paintings for small institutions, like coffees, restaurants and salons.