

Mahdi Al Muhanna

059 776 3357

Almuhannamahdi1@gmail.com

Career

Sep-2019 – Present

Document Controller

- Preparing minutes of meeting and writing correspondences
- File documents in physical and digital records.
- Supporting the daily office operations.
- Working as liaison between the employees and HR department.

Personal Details

First Name Mahdi
Last Name Al Muhanna
Adresse Dammam

Languages

English ★★★★★

Education

2016 – Dec-2018

Institute of Public Administration

Executive Secretary / Associate Degree

Skills

- Communication** excellent communication skills
- MS office skills** very familiar with Excel
- High typing speed** with touch-typing skill and +55 WPM
- Correspondences** and minutes of meeting
- Multitasking** and prioritize key tasks.
- Data organization** .