

AMAL ALKHURAIDAH

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Responsible and motivated professional. Looking to join this organization as an admin assistant to provide high end administrative support to the management.

EXPERIENCE

AL SALEM TRANSPORTATION & TOURISM 2021

- FROM MARCH 2021 TO FIRST OF AUG
- Familiar with (Resort program) accounting software.
- Prepared income and expenditure accounts

EDUCATION

- King Saud university- Riyadh, Saudi Arabia
College of Administrative science
Bachelor degree in Business administration
- Course in English language – OH, USA
English language center – ELS
- Course in Human resources – Dammam, Saudi Arabia Technical and vocational Training Corporation.
- Course in Microsoft office _ Dammam, Saudi Arabia, Technical and vocational Training Corporation.

SKILLS

- Ability to build and establish good relationships
- Problem solving with partners
- Quick learning
- Capable of learning and developing new skills
- Effective listening
- Communication
- Process development
- learned and managed new financial system.
- Provided timely and accurate reports.