

MARYAM ALBUALI

DOB: 06/01/1994 **Address:** Alahsa – Kingdom of Saudi Arabia
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An enthusiastic woman looking for a reputable organization that will enable me to utilize my educational knowledge and multitasking skills to contribute to the organization's success while working on myself to thrive in my career.

EXPERIENCE

EXECUTIVE SECRETARY, SPACEMAKER KSA 6/2022-CURRENT

Plan, organize and manage the administrative tasks and provide direct support to the General Manager. Arrange business travel and process related expense report. Read, create, respond and send incoming correspondence in and out of the company. Assisted with special events, new hire orientation and upkeep maintenance of personnel files. Managed and tracked staff evaluation for final processing.

TAMHEER, DIGITAL TECHNICAL COLLEGE 11/2021-5/2022

Worked as an executive secretary for the Dean's office in which I did a variety of tasks including schedule meetings and take the minutes. Receive calls from the visitors and trainees and answer their inquiries. Organize and plan College's events with outside services. Design and publish the college advertisements. Train and supervise the trainees to do the secretarial work.

INTERN, ALMANA GENERAL HOSPITAL 2018

I had my internship at AGH in different departments. In Medical Licenses Office where I worked on processing the medical staff licenses and registrations with governmental authorities such as MOH and SCFHS. In HRD, I made job applications, completed the hiring process for new applicants and assisted the team with the new staff orientation. In Education Department where I helped the team in symposiums and events in and out of the hospital.

VOLUNTEER, HUMAN CHARITY 2006-2010

I volunteered in a charity that makes symposiums for the community. My job was to welcome the visitors and assign their seats as well as do some facility management.

EDUCATION

BUSINESS ADMINISTRATION (B.S.), SAUDI ELECTRONIC UNIVERSITY 2024

(current)

OFFICE MANAGEMENT (DIP), TECHNICAL COLLEGE 2018

GBA: 4.83 out of 5.

HEALTH SYSTEMS ADMINISTRATION (B.S.), FERRIS STATE UNIVERSITY 2014

(uncompleted)

SKILLS

- Fluently speak Arabic & English.
- Typing in Arabic & English.
- Microsoft Office.
- Ads design.
- Communication.
- Teamwork & collaboration.

SPARE TIME ACTIVITIES & HOBBIES

- Arranging gift set and packaging.
- Pencil drawing.
- A Cooking.
- Socializing.

REFERENCE

On request.