

EDUCATION

Bachelor of Business Administration

Arab Open University

02/2016 - 05/2020

GPA: 3.40 out of 4

Diploma of Executive Secretary

Institute of Public Administration

01/2013 - 05/2015

GPA: 4.84 out of 5

WORK EXPERIENCE

Executive Secretary & HR Officer

Makamen Alenjaz Company LTD.

07/2021 - Present

Tasks:

- Handling with all government websites (Mudad - Qiwa - Tamm - Muqem - Enjaz - Asharqih Chamber - Gosi).
- Knowledge of Saudi Labor Law.

Corporate Affairs and Vendor Registration Officer

RICI Company Ltd.

04/2021 - 07/2021

Tasks:

- Managing & handling the Corporate Affairs, Vendor Registrations and approvals to maintain and update the master Vendor registrations log.

HR Assistant

Eram Transportation Company

08/2020 - 12/2020

Training Program

Tasks:

- Receiving job applications.
- Preparing job offers and effective date notice.
- Preparing medical insurance (add - modify - delete).

HR Assistant

System Security Solutions Company

07/2019 - 08/2019

Summer Training

Tasks:

- Writing letters.
- Preparing experience certificates for employees and trainees.

HR Assistant

System Security Solutions Company

07/2018 - 08/2018

Summer Training

Tasks:

- Maintain and organize employee records.
- Writing letters.

Executive Secretary

The Technical and Vocational Training Corporation

04/2015 - 05/2015

COOP

Tasks:

- Handling and prioritizing outgoing and incoming correspondence.
- Maintain electronic and paper records to ensure information is organized and accessible.

SKILLS

Arabic – English Print Speed

Problem Solving

Microsoft Office Applications

Time Management

Communication Skills

CERTIFICATES

- Basic Skills in IT Applications (06/2020)

Alkharzmi Institute for Training

- Effective Communication at Work (06/2020)

Institute of Public Administration

- Preparation of Correspondence (06/2020)

Institute of Public Administration

- Qualification for The Labor Market (05/2020)

Royati International Training Center

- Management Practices in English (04/2020)

Islamic University of Madinah

- Labor Education According to Saudi Labor Law (02/2020)

Doroob Platform

- Human Resources Management Principles (08/2019)

Edraak Platform

- Intensive English Language Course (02/2016)

Arab Open University

LANGUAGES

Arabic



English

