

# Manal Al Mushqab

0501992430  
manal\_tom@hotmail.com

---

**OBJECTIVE** Desiring position as HR Administrative Assistant to offer quality service and support through experience in administrative duties.

**WORK EXPERIENCE** May 2017 – Present

**Administrative & HR Assistant**

Responsibilities:

- Flow with GOSI (social security system, pay and GOSI documents)
- Employee Data Entry and working on all requests for family and business visit
- Working on a resident system and a human resources Moqem system
- Medical and Life Insurance Officer
- Preparing letters of all kinds in the Chamber of Commerce
- Hotel reservations for business trips
- Dealing with car rental companies
- Sending and receiving messages (SMSA and DHL)

**Administrative Clerk**

Responsibilities:

- Maintaining files and records for effective accessibility
- Sorting and distributing incoming mail and prepare outgoing mail
- Answering the phone to take messages or redirecting calls to appropriate colleagues
- Utilize and maintaining office appliances
- Attestation of letters from the Eastern Chamber online and making licenses

**EDUCATION**

**Diploma in Human Resources Management**, Chamber of Commerce

**Business Administration Bachelor**, Student at Abdul Rahman Al-Faisal University

**ADDITIONAL SKILLS** Microsoft Office package: Microsoft Word, Excel

**REFERENCES** References available on request