

RIDHA ALHAMADAH

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Professional administrative with excellent skills. Interested in opportunities in Assistant Administrative, Coordinator, and Office Management.

EXPERIENCE

2020 - PRESENT

FRONT DESK AGENT, ROTANA HOTELS MANAGEMENT CORPORATION

- Prepare and manage outgoing mail, check, sort and forward emails.
- Answer all incoming calls, redirect them when needed.
- Receive letters, packages and send them to appropriate destination.
- Monitor and update records and files.

2019 – (INTERNSHIP)

ADMINISTRATIVE ASSISTANT, ROYAL COMMISSION IN JUBAIL

- Handling office tasks, such as filing, generating reports and presentations.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Write internal communications documents to inform team members of important notices.
- Coordinate and communicate with the other departments inside the organization.

EDUCATION

2019

OFFICE MANAGEMENT, JUBAIL INDUSTRIAL COLLEGE

Second Honor Student

SKILLS

- Teamwork and leadership.
- Effective written and verbal Communications.
- Strong interpersonal skills.
- Computer literacy.

COURSES

- Public Relation, Jeddah Institute.
- Teamwork Skills, Doroob.
- Successful Communications Skills, Doroob.
- Key Negotiations Skills, Doroob.

ACTIVITIES

Data Entry, King Faisal Specialist Hospital and Research Center, Dammam

Volunteering with Unrelated Stem Cell Donor Registry (UDR) in "To Share Our Life" Campaign to activate the stem cell donation in the Eastern Province.

Volunteer Organizer, International Petroleum Technology Conference, Dhahran

Volunteer Organizer, Sharqiah Season, Dammam.