

Majd Mohammed Ibrahim Al-Tamimi

Riyadh, Saudi Arabia

Tel:+(966) 553372331

E-mail: Majdal-hotan@hotmail.com

Certified Business Professional (CBP)

Personal Information:

Nationality: Saudi

Gender: Female

Date of Birth: 04/10/1990

Marital Situation: Single

Objective:

To build a career in growing Organization, where I can get opportunities to prove my abilities By accepting challenges, Scientific and practical development by having good positions at work, Self-Development by attending more courses in administrative fields, secretary and English Language because of their importance in the work environment that I seek.

Education:

- **Diploma of” Secretary** (Excellent) and GPA: 4.88 out of 5 from Imam Mohamed Bin Saud_University (College of Continuing Education & Comm Se in Riyadh).
- **Diploma of” Computer Applications”** for six months (Very Good) from Imam Mohamed Bin Saud_University (College of Computer and Information Sciences). **2017**
- **Advanced English Language Course** (Medium Level) for five month and week from High Technical institute. **2012**
- **General Secondary Certificate** – Literary Section (Excellent).
- Middle University Degree from High Technical institute for two years and half in “**Fashion Design**” , and GPA: 4.36 out of 5 (Very Good with Second Honor Degree). **2012**

Certified: International Certificate - Al Khaleej Training and Education

(CBP) Professional-Business Etiquette, Sales, Customer Service, Communication and Leadership.

Courses:

Institute of public Administration -Business Center:

- Office management and secretary.
- Business Process reengineering Program.
- Meeting management Program.

Princess Nourah bint Abdulrahman University (Certificate of Completion):

Program_Preparing Administrative Letters and Reports_(For 10 days consisting Of 40.5 Training hour) with an (Excellent Grade Of 95 %). **6 -17 December 2020**

King Abdul-Aziz University: (3 months)

- Professional Administrative Assistant.
- HR Management Professional.

Work Experience:

Ministry of Interior -General Directorate of Prisons Health -Riyadh, KSA:
19-05-2019 -Current Secretary.

Zahran Operation & Maintenance Company at (KSU, Girl's Campus), Riyadh, KSA:

- I work in in maintenance Department as “Secretary”
May 2015 of May 2019.

Bin Laden Group at (KSU, Girl's Campus), Riyadh, KSA:

- I worked in in maintenance Department as “Service Request Receiver and Data Entry”
1st of February 2014 -1st of May 2015.

Job Description in Maintenance Department:

- Receiving Service Requests from technicians and entering them in **Ramous System** according to service request's types (Electrical, Mechanical, Civil, etc.) and direct them to the responsible engineer to carry out the work.
- Calculating Company's Performance Ratio per month.

Skills & Qualifications:

- Proficient with MS Word, Excel and PowerPoint.
- Ability to work under pressure and overtime.
- Adaptability.
- Teamwork.
- Communications Skills and Dealing with Others.
- Practical Personality.
- Good Looking and Decent Appearance.
- Producing accurate work of a high standard and reliability.
- Proficient with Maximo System.
- Proficient with Ramous System.

Languages:

-Arabic (Native Speaker)

-English (Good)