

Aljuwhara AlTamran

Administrative Specialist

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An administrative specialist with three years of experience in providing effective office support and Communication Management. Holds a diploma in public relations from Imam Mohammed bin Saud Islamic University, and expert in Oracle ERP system understanding of communication strategies and event management, with skills in organization, supporting office operations and senior management. and interpersonal communication. I seek to benefit from my experience and skills in a dynamic work environment.

EXPERIENCE

Administrative Specialist

Saudi Red Crescent Authority - Riyadh

Oct. 2022 - Now

- Project manager, of development Hour for the organization employees.
- Tamheir program specialist.
- Communication with construction companies in the facility.
- Management of the electronic training platform (antiseptic).
- Follow-up and supervision of the disbursement of financial rewards to trainees.
- Organize documents to help provide effective administrative services.
- Preparation of organizational policies and procedures for management.
- Facilitate financial operations effectively using Oracle ERP for financial transactions.
- Implement effective strategies to achieve organizational goals and objectives.
- Issuing payment orders through the Ministry of finance platform (Etimad)

EDUCATION & CERTIFICATIONS

- **Diploma degree Public Relations**
Imam Mohammad Ibn Saud Islamic University **MAY. 2021**
- **Bachelor's degree Business Studies Systems**
Arab Open University **AUG. 2024-NOW**

CERTIFICATIONS DETAILS

- Public Relations and Protocol program| Ministry of Tourism
- Young leadership course and character types| Ofoq Association for the Development and Rehabilitation of Girls
- The role of technology, media and marketing in business success| Dulani' Business Center'
- Customer-first| The intellectuals neighborhood center
- Human Resources| FOR TRAINING AND DEVELOPMENT
- Strategic management| FOR TRAINING AND DEVELOPMENT
- Public Relations Department| FOR TRAINING AND DEVELOPMENT
- The Fundamentals of Event Management| Doroob
- Development of Creative and Innovative Imagination| Doroob
- Diploma Human Resources| Abha Chamber

VOLUNTEERING DETAILS

- Participation in the Education Forum showcases "Nosharek" Presented at the Saudi Red Crescent Authority Paramedics to discuss scientific research.
- Supporting the administrative work of academic affairs and training department | Saudi Red Crescent Authority | 250 Hrs. | Aug. 2022 – Sep. 2022

SKILLS

- Strong organizational and multitasking abilities
- Excellent written and verbal communication
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge of PR strategies and event planning
- Ability to work independently and as part of a team
- Customer service and relationship management

REFERENCES

Available Upon Request