




Maha Abdulrahman Al-Omair

PERSONAL DATA:

 **Saudi**

 **24\7\1999**

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 **Mahaalomair@outlook.com**

LANGUAGES:

Arabic: excellent
English: very good

EDUCATION:

Diploma in Law
King Saud University
GPA: 4.39 out of 5
Graduation year: 2020

EXPERIENCE:

- **Executive Secretary in the office of the lawyer Dr.Waleed Shirah**
(September 2020 to March 2021)
- **Supervisor of appointments for the call center Department at Sigal Dental Center**
(from December 2021 to November 2022)

Duties and responsibilities in experience :

- Proficiency in using Microsoft office programs .
- Preparation of administrative forms (circulars and warnings - advance and permission - termination of services) .
- Preparing and following up Excel spreadsheets for the facility's work.
- Preparing and directing outgoing and incoming letters.
- Recording and saving invoices and financial statements .
- Organizing management records .
- Supervising the quality of work and following up the achievement of employees .