

GINADA AL THUWAINI

A D M I N I S T R A T I V E

PROFILE INFO

My ambition has no limits, and I seek to take my next step to work in a reputable institution that I can benefit from with the expertise and managerial capabilities that I gained in the field of management, and through which I develop my skills to achieve more successes and achievements in my career.

CONTACT INFO



+966500899334



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KSA, Eastern Province

LANGUAGES

- ENGLISH
- ARABIC

MY SKILLS

- Creative design
- Microsoft Office
- Preparing administrative correspondence
- Time management
- problem-solving
- Work on excel tables
- work under pressure

EDUCATION

Diploma DEGREE OF Management Technology
2018 - 2020

Technical College - GPA (4.65/5)

EXPERIENCE

Deputy Administrative Committee | Princess Noura University
May 2021 - PRESENT

- Supervising and communicating with group of committees and departments into reach the set goals.
- Preparing and following up Excel spreadsheets, preparing presentations.
- Supervising coordinating and managing meetings, and working on electronic archiving.
- Verifying the completeness and accuracy of documents and reviewing and examining the documents.
- Writing reports and letters internal and external and exporting them.
- Working on Microsoft Office programs, organizing and planning the daily work of the team accurately and professionally.

Administrative trainee | King Faisal General Hospital
Sep 2020 - Dec 2020

- Preparing administrative correspondence, internal and external reports, and exporting messages, responding to incoming reports.
- Worked on Excel and Word tables.
- Verifying and archived files and other functions.
- Active communicating with the public and patients, making and answering phone calls.
- Coordinating and managing meetings.

COURSES

- Excel data analysis.
- Crisis and risk management.
- Introduction of cyber security.
- Executive secretarial and senior office management
- Smart work ethic.
- International computer driving license.
- Time and Meeting management.