

GHADAH SALEH

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Dammam, Saudi Arabia

ABOUT

A diploma graduate in public administration from King Faisal University.

I seek for career opportunities that would allow me to increase my experiences and efficiency, and to implement my skills in aim to aid the work environment that I will work at.

Experiences

Administration Assistance | Al-Bilad Co. for consultancies & solutions

September 2019 – June 2020

- Doing all office and secretarial work
- Scheduling meetings, preparing records and following them up

Ward Aid | Almana hospital

July 2017 – August 2019

- Receiving and coordinating appointments for VIP ward
- Providing all the information related to VIP ward for auditors

Receptionist | Beauty Salon

May 2017 – July 2017

- Receiving clients, organizing reservations, and managing work
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Education

Public Administration diploma from King Faisal University – 2022

GPA 4.91 of 5

Courses

- Executive Assistant Series – Enhance your skills
 - Creative thinking and problem solving
 - Preparing reports & Smart goals
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Skills

- Computer skills
 - Good communication
 - Fast learning
 - Development
 - Time management
 - Teamwork ability
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Language

Arabic: native | English: Intermediate