

# Maram Alharthi

## Business Administration

### Contact

Riyadh, Saudi Arabia  
+966551160616  
Mar.harthi@gmail.com

### Education

Princess Nourah bint  
Abdulrahman University  
Riyadh, Saudi Arabia

#### **Business Administration Diploma**

Imam Mohammed Bin Saud  
University  
Riyadh, Saudi Arabia

#### **Computer Science Diploma**

### Key Skills

Communication.  
Teamwork.  
Planning.  
Government Relations.

### Objective

A business administration graduate with proven proficiency in communication, planning, and leadership skills. I am seeking an administrative or human resources position at a professional organization to leverage my knowledge and skills and excel in my career.

### Experience

#### **Administrative Officer • Wosataa Commercial Office**

*September 2021 – March 2022 (Full-Time)*

As an administrative officer, I played a key role in a cross-functional role between the finance, HR, and Legal departments to facilitate internal communication and report to the general director.

#### **Administrative Officer • Jak Logistics Company**

*February 2021 – September 2021 (Part-Time)*

As an administrative officer, I worked closely with the executive team to oversee and report on internal projects. I was also involved with the HR and legal team in a cross-functional role.

### Volunteer

#### **Partner Success Officer • X Solutions IT Company (Slide)**

*January 2023 – till now*

#### **Procurement Officer • Youth Businessmen Committee**

*May 2019*

### References

[Available upon request.]