




MARAM FAISAL ALMUKHLES

PERSONAL PROFILE

Highly motivated and dedicated who Keen to achieve further professional development. As I have skills in communicating with others and learning in multiple skills. I am seeking to launch career in challenging work environment, where I will develop my managerial and technical skills.

CONTACT

 RYADH - SAUDI ARABIA

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SKILLS

- Leadership skills
- Communication skills
- Time management skills
- A desire to learn
- Proficiency in using the computer
- Flexibility in work
- The ability to work within a common team

LANGUAGES



ARABIC



ENGLISH

EDUCATION

Diploma in Administrative Sciences, Business Administration track, from Princess Noura Bint Abdul Rahman University

GPA: 4.08 out of 5

Graduation year: 07/01/2016

EXPERIENCE

•Administrative Assistant at Guards Al Jazeera Security Company
07/08/2020 - 11/11/2020

Job Description: Work on attesting the Chamber of Commerce letters, salary introduction letters, employee medical examination Work on employee contracts and directives Creating employee data lists for more than 800 employees and archiving their files Job Description

•Administrative Coordinator at Wafrah Industry and Development Company 04/30/2017 - 01/04/2020

Job Description : Working on the Emis system Working on an Oracle system Working on social insurance: deleting, adding, work injury, updating subscribers' wages, completing the subscriber's data, printing the monthly invoice Working on a Muqem website: working on a list of expired stays, printing a proof of final exit for deletion from medical insurance Work on a leave request: Temporary release for leave, final release Invoice Goal of the Human Resources Fund (Direct Employment Support) Work on medical insurance Work on hiring Writing and drafting decisions, circulars and administrative letters issued by the company's management archives

COURSES

• Attending the training program preparing and qualifying the human resources specialist from the Riyadh Chamber during the period from 06/16/2019 - 27/06/2019 The number of training hours is 40

• The International Certificate of Advanced Information Technology, Cambridge Computer, from the Gulf Institute, for a period of 3 months

• Certificate for teaching English at a primary level from an academic institute for teaching English from Texas, USA | 02/2020 - 05/2020

• Course Introduction to Human Resources Tasks from Dorooob website

• Course in the basics of administration from Dorooob website

• Training course to support the effectiveness of employment from Dorooob website

• Course in Customer Relationship Management from Riyadh Chamber 22/09/2019 - 24/09/2019 The number of training hours is 15