

Personal Information

- Full Name: Al-Mukhaimer •
- Nationality: Saudi •

Education

- Diploma in Office Management – Technical College of Al-Ahsa •
- Diploma in Electronics – First Industrial Institute of Al-Ahsa •

Work Experience

(Pipe Fitter – Gulf Asia (1 year

- Executed pipe installation with precision and according to technical standards •
- Collaborated with the team to ensure quality engineering operations •

Administrative Assistant – Future Makers Company (Currently (Employed

- Managed daily administrative operations and coordinated tasks •
- Prepared reports and official correspondence •
- Supported HR management and organized files •

Skills

- Business management and project development •
- Quick adaptability •
- Organization •
- Proficiency in computer usage •

Certifications & Training

- Entrepreneurial Mindset & Business Management – Droob Platform •
- Self-Management & Development – Droob Platform •
- Effective Time Management – Droob Platform •
- Leadership Skills – Droob Platform •

Languages

- (Arabic (Native •
- (English (Good •

Contact Information

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