

MIHMAS ALDAWSARI

Al-Hufuf, Eastern Province, Saudi Arabia

(+966) 53 436 1036 | mh.dosri012@gmail.com

Education

- **Diploma in Office Management**

April 2021

Technical College

GPA 5.0 out of 5.0

Experiences

Ashjan Najd Company

Rental writer | Nov 2021 – Jan 2022

- Assist in administrative tasks such as filing, data entry, and maintaining records.
- The solution to the problems that occur to customers.
- Prepare reports and documents as required by the department.

Co-op Training

10 weeks

Technical College

Admission and Registration Department

- Assisting students, staff, and visitors with all aspects of administrative support for school; Student services.
- Creating, cataloguing, preserving, and managing valuable collections of information and maintain accessible, retrievable computer archives and databases.
- Creating and designing posters to ease access for particular procedures for students, staff, and visitors.

Skills

- Microsoft office.
- Work under pressure.
- Good communication.
- Problem-solving.
- Time management
- Teamwork