

AMAL A HETLAN

OFFICE MANAGEMENT

CONTACT

- +966 53 682 7268
- amalhetlan@gmail.com
- Saudi Arabia



OBJECTIVE

Efficient Administrative Assistant with hands-on experience in HR, administration, and event management within leading organizations such as Aramco. Skilled in training coordination, reporting, scheduling, and office management, with strong organizational and communication abilities. Recognized for reliability, attention to detail, and teamwork. Seeking to contribute to organizational success by enhancing administrative efficiency, employee engagement, and overall productivity.

EDUCATION

Diploma in Office Administration | Jan 2025

Technical College, Khamis Mushait



WORK EXPERIENCE

Aramco JUN 2024 - DEC 2024

Intern - HR and Administration

- Coordinated and tracked weekly employee training sessions, including Safety Matrix, Project Engineering, Change Orders, and Leadership Soft Skills courses.
- Managed and organized events for Saudi National Day, ensuring smooth execution and employee engagement.
- Prepared and tracked Service Awards for employees, enhancing employee recognition and increasing overall morale by maintaining timely and accurate award distribution for a team

SKILLS

- Event Management
- Office Management
- Project Management
- Time Management
- Digital Intelligence Basics
- Administrative Support
- Scheduling & Calendar
- Management
- Communication
- Leadership
- Teamwork
- Attention to Detail
- Confidentiality & Integrity
- Multitasking
- Microsoft Office

LANGUAGES

- Arabic: Native
- English: Proficient

CERTIFICATES & COURSES

Communication and Presentation Skills

- Presentation Skills - Harvard

Office & Administrative Skills

- MS Excel 2010 Intermediate
- Microsoft Comprehensive Excel

Leadership and Management Training

- Project Management - Harvard
- Time Management - Harvard
- Change Management - Harvard
- Crisis Management - Harvard
- Meeting Management - Harvard

Computer and Technical Skills

- Digital Intelligence - Harvard
- Privacy and Data Protection
- Information Security Essentials (SAP) - MIS
- Power BI Webinar

Professional Development

- Foundations of Diversity & Inclusion
- Ethics at Work - Harvard