

MASHAEL AL GHAMDI

Admin Assistant & Receptionist

CONTACT

- 0538226093
- meeshagh.87@yahoo.com
- Saudi Arabia , RasTanura

SKILLS

- Creative Writing
- Problem Solving
- Fast Completion of Administrative Tasks
- Computer Skills
- Communication Skills
- Teamwork
- Performing Under Pressure
- Organizing Files and Reports
- Writing Official Letters and Reports
- Interdepartmental Coordination
- Time and Task Management
- Customer Service
- Data Entry

LANGUAGES

- English (good)
- Arabic (Native)

CERTIFICATION & TRAINING

- Fundamentals of Management – Droob Platform – 2025
- English Conversation Skills – Droob Platform – 2025
- Internet of Things and Promising Opportunities – Droob Platform – 2025
- Inventory and Procurement Management (Supply Chain) – Riyadh – 2025
- Artificial Intelligence - King Saud University & IBM SkillsBuild - 2025



PROFILE

Receptionist with experience in customer service, administration, and data entry. Skilled in communication, problem-solving, and teamwork, with the ability to perform efficiently under any circumstances.



WORK EXPERIENCE

Dar Al-Taafi Medical Clinics 2024- PRESENT
Admin Assistant & Receptionist

- Provided front desk and customer service support to patients and company clients.
- Entered company patient data into Excel with high accuracy.
- Assisted the accounting department in verifying company invoices and due payments.
- Drafted and reviewed official letters and administrative reports.
- Managed internal coordination between departments to ensure smooth workflow.
- Supported day-to-day office operations and helped complete administrative procedures efficiently.
- Delivered tasks under pressure while maintaining professionalism and speed

Hayakom Company AUG 2025 - PRESENT
Customer service

- Assisting customers and responding to inquiries through digital platforms.
- supporting users in utilizing e-invitation services and ensuring a seamless experience.
- handling customer feedback and contributing to service quality improvement.



EDUCATION

B.A. in Arabic Language 2019 - 2025
Imam Abdulrahman Bin Faisal University