

Mansour Ghaleb Alharbi

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Target Job Title: Administrative Officer

Professional Summary

Business Administration graduate with a GPA of 4.10/5. Completed 4 months of hands-on training in the Human Resources department at a hospital. Skilled in organization, communication, and problem-solving, with proven ability to work effectively in collaborative and fast-paced environments. Seeking to contribute to administrative and supervisory roles.

Education

Bachelor's Degree in Business Administration – Shaqra University – 2025

Training Experience

Internship – Human Resources Department – Hospital (4 months)

Skills

- Time management and task organization
- Effective communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Teamwork and collaboration
- Problem-solving and decision-making
- Adaptability and flexibility

Training Courses

- Customer Service Course
- Office Management and Secretarial Skills Course
- Fundamentals of Human Resources Course
- Leadership and Supervision Skills Course

Languages

- Arabic: Native
- English: Good