

Mashael Al Qahtani

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Professional Summary

I'm a motivated, organized, and committed individual. In addition to being a great team player and possessing strong interpersonal skills, I'm constantly eager to pick up new skills. I am dependable and trustworthy, and I often look for new challenges and areas of improvement. I currently have my higher Diploma in Accounting, and now completing a bachelor's degree in business administration systems Track. I look forward to benefiting your organization with my experience and commitment.

EDUCATION

The Arab Open University, Dammam, SA August 2020– Present
Bachelor of Science, **Business Administration Systems Track**.

Interserve Learning & Employment female College, AL Khobar, SA Feb 2017 - Jan 2020
Higher Diploma, **Business Administration (Accounting) with a GPA of 3.54**

Cambridge English Preliminary (PET) 2017

Graduated from high school in 2016

EXPERIENCE

Dar Al-Bayan School, Khobar, SA Jan 2020– march 2020
Cooperative training in the administrative department
• Conducted an excursion to King Fahad University of Petroleum and Minerals.

VOLUNTEER AND EXTRACURRICULAR EXPERIENCE

Imam Abdulrahman Bin Faisal University “Qoot”, “Tadafuq” Campaign for Ramadan.
Volunteer 2019-2023
• Responsible for leading and organizing the process of distributing Ramadhan iftar meals

Courses:

- Intensive English language
- Governmental accounting restrictions
- Cyber Security
- Leadership Essentials
- Communicate Effectively with Customers
- Labor Education according to Saudi Labor Law
- Fundamentals of Management
- IT in the Workplace – Master Microsoft Office

Skills

Skills: Analytical and Problem-Solving | Proactivity | Communication Skills | Detail-Oriented | Leadership | Microsoft (Word, PowerPoint and Excel)

Interests: Learning & Development |History

Languages: Arabic & English