

KHOLOD ABDULLAH DAIWALI

PERSONAL STATEMENT

Adept in leveraging comprehensive computer skills and a knack for multitasking, I significantly enhanced operational efficiencies at Shoa'a company. Excelling in co-ordination and teamwork, my background includes robust achievements in administrative roles and a passion for technology, evidenced by my proficiency in Microsoft Office and programming. My proactive approach and time management prowess drive continuous improvement.

WORK HISTORY

Administrative

February 2022 – Current | Ibdaa International School, Jeddah

Administration Supervisor

January 2019 - June 2021 | Shoa'a Company, Riyadh

Marketing Specialist

June 2018 - January 2019 | Shoa, Riyadh

EDUCATION

Master in Science in Administration

May 2017

Central Michigan University, GPA: 3.92 out of 4

Bachelor in Arts And Design

January 2012




King Abdulaziz University, GPA: 4.59 out of 5

Diploma Certificate in Computer Science

January 2011

INTERNATIONAL HIGHER TRAINING INSTITUTE, Saudi Arabia

CONTACT DETAILS

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SKILLS

- Computer skills
- Coordination of Administrative Activities
- Multitasking ability
- Teamwork and flexibility
- Microsoft Office
- Software Programming
- Control systems
- Time Management
- Background on Robotics Programming
- Background on Photography

LANGUAGES

- Arabic
- English