

# Wedad Saleh Al-Harhi

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## Career Objective

Seeking an administrative position in a dynamic work environment where I can leverage my organizational and leadership skills to achieve operational excellence, contribute to institutional development, and deliver measurable added value

## Education

Bachelor's Degree in Public Administration  
King Abdulaziz University – Department of Organization and Administrative Development  
Graduation Year: 2023

## Certifications

Project Management Professional (PMP)  
PMI Institute  
Issued: 12/2024 | Expires: 12/2027

## Work Experience

Administrative Organizer – Tamheer Program  
Gulf Institute Company | Dec 2023 - Jul 2024

- Supported administrative and financial tasks, such as invoice recording, petty cash, and Excel tracking
- Organized student registration files and archive systems
- Assisted the Operations Manager with day-to-day tasks
- Managed and updated the internal database

Administrative Assistant (Volunteer)  
Handicraft Association | Sep 2023 – Oct 2023

- Scheduled and coordinated meetings between mentors and beneficiaries
- Prepared training kits and supervised events

Event Project Manager  
Freelance – Online Event Planning Store | Jan 2020 – Mar 2023

- Managed full-cycle event planning for clients including Bupa, Dr. Saeed Medical Center, King Abdulaziz University, Etisal International
- Handled decoration, time management, client relations, and creative development

## **Projects & University Engagement**

Program Designer – Mahara Team, KAU | 2023

- Developed event ideas, wrote administrative reports, and collaborated with team members to solve internal challenges

## **Volunteering**

- Leadership Member – Yusr Initiative under Fazaa (2018)
- Member – Ishara Service for the Hearing Impaired (2017)
- Member – Qaree Taibah (2017)
- Leader – Daw' Initiative, Taibah University (2017)
- Member – Minbar Media Club (2018)
- Member – Bathna Team (2023)

## **Achievements**

- 130+ Volunteer Hours
- Winner – Zed Tagirthon
- Best Project Award – 'Sena' Byadi' Exhibition 2022

## **Courses & Training**

- 25+ Hours in Entrepreneurship
- Soft Skills & Communication
- Illustrator Software Course
- Workplace Behavior & Communication Skills

## **Skills**

- Strong communication and interpersonal skills
- Event planning and time management
- Leadership and teamwork
- Administrative writing and reporting
- Proficient in Microsoft Office & Illustrator
- Flexible and adaptive mindset