

AMAL ABDULLAH

0557633685 | amalabdallah99@gmail.com | TABUK

SUMMARY

I am an enthusiastic individual actively seeking new challenges in either the chemistry sector or Administrative and HR. I am eager for employment opportunities that allow me to enhance my skills and acquire fresh experiences. I am highly motivated and possess the capability to enhance and develop work processes, driven by a strong passion for continuous learning and professional growth

Education

Bachelor's degree, chemistry
Tabuk University, Tabuk, Saudi Arabia

Diploma in Human Resources Management
THE HIGHER TRAINING INSTITUTE DIPLOMA, Tabuk

Experience

Advertising Specialist - Administrative

Aollaa Company - Tabuk | Jan 2025 - Present

- Plan and execute innovative advertising campaigns to enhance brand awareness and drive sales.
- Develop engaging advertising content (visuals and copy) aligned with brand identity and messaging.
- Manage ad placements across various channels including digital, print, and outdoor media.
- Monitor and analyze campaign performance using analytics tools, providing actionable insights.
- Coordinate and organize daily administrative operations to ensure workflow efficiency.
- Prepare and draft official correspondence, reports, and internal documents.
- Maintain and archive physical and digital records in an organized manner.
- Handle incoming and outgoing mail and ensure proper distribution.

Administrative

KING KHALID HOSPITAL - TABUK internship | 1 months

- Coordinate and organize daily administrative operations to ensure workflow efficiency.
- Prepare and draft official correspondence, reports, and internal documents.
- Maintain and archive physical and digital records in an organized manner.
- Handle incoming and outgoing mail and ensure proper distribution.
- Schedule meetings, organize internal events, and record meeting minutes.
- Facilitate communication between departments to support smooth operations.
- Assist with HR-related administrative tasks such as attendance tracking and leave management.
- Provide administrative support to managers and contribute to the optimization of office procedures.

Administrative assistance

TABUK REGION MUNICIPALITY - TABUK | Nov 2022 – Feb 2023

- Assist the manager in managing the daily activities of the organization or department.
- Coordinating between different departments and following up on basic reports and analyses.
- Assist in developing effective strategies and business plans, and organizing meetings and events .

Courses & Certification

- Quality Management | Entrepreneurship Institute | Jan 2022
- Financial Accounts Management | Entrepreneurship | Oct 2022
- Job Search Course | Human Resources Development Fund | Feb 2024
- Professional Personal Interview | Human Resources Development Fund | Feb 2022
- Introduction to Human Resources Functions | Human Resources Development Fund | Feb 2024

Skills

- Daily management
- Review and evaluation
- Public Relations Department
- Knowledge of using Office programs
- computer skills
- File and records management
- Excel
- Time Management
- Team work and Communication skills
- Planning

Languages

- Arabic - English