

Hanadi Almukhlifi

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[Hanadi Almukhlifi](#)

Saudi Arabia

SUMMARY

Motivated and detail-oriented professional with a Diploma in Marketing and a Bachelor's Degree in Psychology, aiming to build a career in administrative roles. Skilled in office management, customer service, and organizational tasks, with strong interpersonal and communication abilities. Adept at coordinating daily operations, maintaining records, and supporting teams to achieve organizational objectives. Committed to applying analytical, problem-solving, and people management skills to contribute effectively as an administrative professional.

EXPERIENCE

Mass International Trading Company | Saudi Arabia

Administrative Assistant | August 2022 – August 2025

- Managed administrative tasks and supported daily office operations efficiently.
- Coordinated schedules, meetings, and communications across departments professionally.
- Maintained accurate records and organized documentation for management purposes.
- Assisted in preparing reports and presentations for internal and external stakeholders.

Hospital Al Hammadi | Saudi Arabia

Receptionist | May 2022 – August 2022

- Greeted and assisted patients and visitors professionally and courteously.
- Managed appointment scheduling and maintained patient records accurately.
- Coordinated communications between medical staff and administrative departments effectively.
- Handled phone inquiries and provided information on hospital services.

Ghassan Ahmed Al-Sulaiman Company (IKEA) | Saudi Arabia

Sales | October 2021 – May 2022

- Assisted customers in product selection and purchase decision-making.
- Managed sales transactions and maintained accurate sales records.
- Provided product information and addressed customer inquiries professionally.
- Supported inventory management and restocking of merchandise efficiently.

My Mart Limited | Saudi Arabia

Sales | May 2021 – October 2021

- Assisted customers in purchases and provided product recommendations.
- Maintained accurate sales records and processed transactions efficiently.
- Ensured merchandise was organized and properly displayed for customers.
- Handled customer inquiries and resolved minor complaints professionally.

Okay Clinic Medical Company | Saudi Arabia

Receptionist | October 2019 – November 2019

- Managed front desk operations and welcomed patients professionally.
- Scheduled appointments and maintained patient records accurately.
- Answered phone calls and responded to inquiries efficiently.
- Coordinated communication between staff, patients, and management.

Diesel Equipment Company | Saudi Arabia

Human Resources | June 2016 – October 2019

- Assisted in recruitment processes and employee onboarding procedures.
- Maintained HR records and organized documentation for management.
- Supported payroll and employee benefits administration accurately.
- Coordinated internal communications and HR-related inquiries professionally.

EDUCATION

Saudi Higher Skills Institute | Saudi Arabia

Diploma in Marketing | 4.45/5 | 2016 – 2018

Princess Nourah bent Abdulrahman University | Saudi Arabia

Bachelor's Degree in Psychology | 4.20/5 | 2012 – 2016

COURSES

- Office Management and Archiving Course | Al Baser Training Institute | June 2022.
- Human Resources Management Course | Al Basaer Training Institute | April 2022.
- Administrative Awareness Skills Development Course | Al Basaer Training Institute | April 2022.
- Executive Secretarial and Office Management Course | Al Basaer Training Institute | April 2022.
- Customer Service Course | Doroob | January 2020.
- Human Resources Course | Doroob | January 2020.
- English Language Course | Yoskel International Academy.

SKILLS

● Hard Skills:

- Office Management.
- Scheduling Tasks.
- Record Keeping.
- Customer Service.
- Data Entry.
- Document Filing.
- Event Coordination.
- Microsoft Office.

● Soft Skills:

- Communication skills.
- Time Management.
- Stress Management
- Analytical Skills.
- Fast Learning.
- Teamwork.
- Adaptability.

LANGUAGES

- Arabic.
- English.