

Maha Fahad Al-Muqati

Bachelor of Business Administration

Personal Information

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Address

Taif

LinkedIn

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Personal Skills

- Customer Service.
- Flexibility & Work Under Pressure.
- Critical Thinking.
- Problem Solving.
- Teamwork.

Technical Skills

- Microsoft Office

Language

- Arabic
- English

Career Objective

A resourceful and ethical professional, highly capable of learning new skills at a rapid pace, high team spirit with communication and managerial skills, in addition to the ability to organize time and priorities, I am looking forward to a career opportunity through which I can develop my skills and enhance my knowledge to contribute with the team in achieving the company goals.

Education

Taif University.

Bachelor of **Business Administration**, with honor degree.

2020

3.73/4

Experiences

Taif Science Center

Trainee

5/2019 – 7/2019

- Followed up on the student's attendance and entered it periodically.
- Studied the center needs and prepared the necessary reports.
- Prepared a list of students' names for each department and issued their certificates of thanks and appreciation.
- Solved students' problems quickly, helped them and answered their queries.

Training and Courses

- Problem Solving. 2022
- Human Resources Specialist. 2021
- Managerial Excellence and Effective Leadership. 2021
- Computer Principles. 2020
- Career Preparation Program. 2019

Membership

- Compassion Society, Social Researcher