

# AYSHA MAHDI

PUBLIC RELATIONS SPECIALIST, HR, SECRETARIAL, SITE SUPERVISOR



Saudi Arabian-south  
region, Riyadh , 00966,  
Saudi Arabia



0558780671



Ayshah1435m@hotmail.co  
m

## LANGUAGES

Arabic

English

## HOBBIES

- Travel
- Basketball
- Reading
- learning

## COURSES

DATA ENTRY AND  
WORD PROCESSING

ENGLISH LANGUAGE  
COURSE

HUMAN RESOURCE  
DEVELOPMENT  
COURSE

FIRST AID COURSE

SAFETY MONITOR  
COURSE

ADVANCED COURSE  
IN MICROSOFT  
OFFICE

## WORK EXPERIENCE

Baeshen Polyclinic

Oct 2007 - May  
2008

### RECEPTIONIST

- Managed patient appointments and records.
- Provided administrative support to the clinic staff.

Bayte Al thany  
Nursery

Mar 2017 - Mar  
2020

### TEACHER

- Planned and executed educational activities for preschool children.
- Collaborated with parents to monitor child development.

Scientific Medical  
Equipment House  
Company

Dec 2021 - Present

### ADMINISTRATIVE

- Coordinated office activities and operations.
- Managed communication and correspondence.

## EDUCATION

Jazan University

### BACHELOR'S DEGREE IN JOURNALISM AND MEDIA

Jazan University

### DIPLOMA IN COMPUTER, SPECIALIZATION IN APPLIED TO COMPUTER

## SKILLS

Problem solved

Teamwork player and  
collaborative

Quick Learner

## PERSONAL DETAILS

Date of birth: 06 Jun    Nationality: Saudi