

# 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