

# Badr Madkhali

0503377063

[badromair89@gmail.com](mailto:badromair89@gmail.com)

Riyadh

## Professional Summary

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I am committed to continuous professional development, working on administrative tasks, and applying my knowledge. I always seek to work in a professional and organized environment where teamwork and collaboration are required. I aspire to develop my administrative and leadership skills to achieve professional success and contribute to the success of the organization and the achievement of its goals.

## Education

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### Diploma degree in Health Records Management | 2021

Jazan University

GPA: 4.53 / 5 with Second Class Honors

## Work Experience

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### Archive officer | Dec 2024 - Currently

Alessa for Refrigeration and Air conditioning

- Saving and organizing files and documents according to approved archiving systems
- Entering and updating data in archive records
- Facilitating access to files upon request and ensuring their confidentiality
- Following up on the electronic archiving of documents and keeping backup copies

### Administrative | Dec 2022 – Dec 2023

Advanced Construction Technology Services -ACTS Riyadh

- Assistance in the recruitment process, which includes background checks, interview scheduling, and onboarding new hires
- Archive and update employee records, record personal data of new employees, and ensure completeness of submitted documents
- Receiving phone calls and e-mails with human resources officials
- Follow up the attendance and departure of the employees, including the fingerprint device

### Field training | Nov 2020 – July 2021

- At the medical records diploma program
- Jerash Medical Complex, Abu Arish Governorate

## Courses

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- Computer course - data entry and word processing
- Health quality management
- The art of dealing with stress
- The art of dealing with beneficiaries
- Customer service course

## Skills

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- Microsoft Office programs
- Effective Communication
- Managing work relationships
- Office management
- Administrative support
- Dealing with government platforms
- Archiving files
- Preparing reports and analyzing performance
- Problem-solving and decision-making
- Time management
- Teamwork

## Languages

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- Arabic
- English

تاریخ الإصدار : 1447/05/01

رقم المستند : 1208918

## مشهد

السلام عليكم و رحمة الله و بركته ، وبعد :

تشهد وزارة الموارد البشرية و التنمية الإجتماعية ممثلاً بالإدارة العامة للإعانتات الاجتماعية بـان المستفيد : بدر احمد عمير مدخل

رقم الهوية : 1062976202

احد المستفيدين لدينا ومشمول بخدماتنا وصنفت اعاقته حسب تحيث اخر تقييم بتاريخ 1441/05/20 [أنيميا منجلية] HS تساوي أو اكبر من 70% [0]

وبناء على طلبه تم اعطاءه هذا المشهد و ذلك دون ادنى مسؤولية على الوزارة .

شكريين حسن تعازونكم

وزارة الموارد البشرية و التنمية الإجتماعية



لتتحقق من صحة الخطاب الرجاء زيارة [mlsd.gov.sa](http://mlsd.gov.sa)  
هذا المشهد صالح لغاية 90 يوماً من تاريخ الإصدار

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