

Badr Madkhali

0503377063

badromair89@gmail.com

Riyadh

Professional Summary

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

Diploma degree in Health Records Management | 2021

Jazan University

GPA: 4.53 / 5 with Second Class Honors

Work Experience

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

- 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

- 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

- Arabic
- English

تاريخ الإصدار : 1447/05/01

رقم المستند : 1208918

مشهد

السلام عليكم ورحمة الله وبركاته ، و بعد :

تشهد وزارة الموارد البشرية والتنمية الاجتماعية ممثلة بالإدارة العامة للإعلانات الاجتماعية بان المستفيد : بدر احمد عمير منخلي

رقم الهوية : 1062976202

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

وبناء على طلبه تم إعطائه هذا المشهد وذلك دون انني مسؤولية على الوزارة .

شاكرين حسن تعاونكم

وزارة الموارد البشرية والتنمية الاجتماعية



للتحقق من صحة الخطاب الرجاء زيارة mlsd.gov.sa

هذا المشهد صالح لغاية 90 يوماً من تاريخ الإصدار