

# HAYAT AL MENHALI

MANAGER OFFICE



## CONTACTS

0580624390	
HAYOT213@GMAIL.COM	
RAFHA STREET, RIYADH, SAUDI ARABIA	

## ABOUT ME

RESPONSIBLE FOR OFFICE MANAGEMENT, EMPLOYMENT IN MORE THAN ONE ALLOCATION, AND WORK IN THE AL-MARQAB INVESTMENT AND CONTRACTING COMPANY, IN THE SOLTIER PROJECT, MARKETING THE PROJECT, AND ARRANGING MEETINGS FOR THE OWNERS OF TRADEMARKS

## EDUCATION

ASSOCIATE OF APPLIED SCIENCE,  
COLLEGE LAUREATE, RIYADH  
2017

ACTIVITIES AND SOCIETIES: BOUT THE BUSINESS MANAGEMENT AND SILKS BUSINESS TECHNOLOGY. ACTIVITIES AND SOCIETIES: BOUT THE BUSINESS MANAGEMENT AND SILKS BUSINESS TECHNOLOGY.

## SKILLS

IT	<div></div>
BUSINESS MANAGEMENT	<div></div>
BUSINESS ANALYSIS	<div></div>
COMMUNICATION TEAM WORK	<div></div>
BUSINESS STRATEGY	<div></div>
ORGANIZATIONAL EFFECTIVENESS	<div></div>
HUMAN RESOURCES (HR)	<div></div>

## PERSONAL DETAILS

DATE OF BIRTH  
1993-05-03

NATIONALITY  
SAUDI

MARITAL STATUS  
SINGLE

## WORK EXPERIENCE

MANAGER OFFICE, AL MARQAB, RIYADH  
SEP 2021 - JUL 2022

WORK ON THE QIWA PLATFORM, THE MADAD PLATFORM, AND THE SOCIAL INSURANCE INSTITUTION ACCOUNT BY RAISING CONTRACTS AND CREATING A WORK CONTRACT  
CREATE THE FILES OF THE INCOME OF THE FINANCIAL ACCOUNTS THAT ARE SPENT IN THE LIBRARY OR THE OUTPUT OF THE LIBRARY AND THE ACCOUNTS OF THE PROJECT MANAGEMENT UNDER THE SUPERVISION OF THE FINANCE MANAGER

TECHNOLOGY SELLER, XCITE, RIYADH  
NOV 2018 - SEP 2020

THE SALES MANAGER HAS A GREAT DEAL OF RESPONSIBILITY. THEY WORK IN COMPANIES THAT EMPLOY ACTIVE SALES PERSONNEL AND CONTRIBUTE SIGNIFICANTLY TO SUCCESSFUL SALES AND SALES DISCUSSIONS WITH CUSTOMERS.

SALES MANAGERS OR SALES DIRECTORS ARE ALSO RESPONSIBLE FOR LEADING THE TEAM OF SALES AND PROVIDE THE RELEVANT TRAINING AND MENTORING FOR THE TEAM.

MANAGER STOER , ARDEN COMPANY APRIL, RIYADH  
JUN 2017 - NOV 2018

WORKING IN THE EXHIBITION MANAGEMENT, MANAGING EMPLOYEES, ARRANGING PRODUCTS, CALCULATING THE OFFER SENT FROM THE COMPANY, GIVING A MARKETING PLAN, AND SENDING SALES DATA ANALYSIS EVERY DAY, EVERY WEEK, AND EVERY MONTH

EXECUTIVE ASSISTANT, FAISAL AL MENHALI CONTRACTING EST, RIYADH  
MAR 2014 - FEB 2018

WORKING IN THE CREATION OF DRILLING PRICES FILES AND PRICES FOR THE INSTALLATION OF COMMUNICATION DEVICES IN THE TOWERS, THE CONTACT OF THE GOVERNMENT

## COURSES

ITIL4, TUWAIQ ACADEMY  
SEP 2022 - OCT 2022

CERTIFICATE OF ATTENDING AN ELECTRONIC TRAINING COURSE, NATIONAL ENTREPRENEURSHIP INSTITUTE  
OCT 2022 - OCT 2022

CAMBRIDGE INFORMATION TECHNOLOGY, BRITISH CAMBRIDGE  
FEB 2014 - APR 2016