

MARAM OWAYDHAH ALHARBI

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COURSES

Feb 2023

- **Intercultural Management**
ESCP Business School

Jan 2023

- **Global Diplomacy - Diplomacy in the Modern World**
University of London

- **International Organizations Management**
University of Geneva

University of Geneva

- **Sustainable Tourism - Promoting Environmental Public Health**
University of Copenhagen

University of Copenhagen

Nov 2021

- **Introduction to Business Management**
King's College London

King's College London

Sep 2021

- **Computer Basics in Office Work**
Rodna Higher Training Institute

Rodna Higher Training Institute

Oct 2021

- **Effective Communication Skills**
Atwar Training Center

Atwar Training Center

- **Electronic Secretarial Applications and Smart Office Management**
Atwar Training Center

Atwar Training Center

- **Administrative Assistant Skills**
Atwar Training Center

Atwar Training Center

- **Report Writing and Administrative Correspondence Skills**
Atwar Training Center

Atwar Training Center

LANGUAGES

- Arabic, native.
- English, fluent.

SUMMARY

A motivated individual with administrative experience, and is determined to continue higher education and leave an imprint in the field. I recognize that this is a career with many demands, but I know I possess the energy, determination, and stamina to withstand difficulties.

WORK EXPERIENCE

Nov 2021 - Present **General Director**
Abaq General Contracting

- Build relationships with business partners.
- Oversee business operations.
- Create strategic and business plans.
- Ensuring company policies and legal guidelines are clearly communicated.
- Assess risks to ensure company survival/provide solutions/prevent issues.
- Assess, manage, and resolve problematic developments and situations.
- Build and enhance the company's public profile at events.

Mar 2019 - Nov 2021 **General Director**
Al Qassim Eye Trading and Contracting Est

- Develop and execute business strategies to achieve short and long-term goals.
- Report to the board, providing market insights and strategic advice.
- Develop and implement business plans to improve cost efficiency.
- Maintain positive and trust-based relations with business partners, shareholders, and authorities.
- Oversee the company's business operations, financial performance, investments, and ventures.
- Supervise, guide, and delegate executives in their duties.

EDUCATION

May 2020 **Bachelor's Degree**
Qassim University

Completed a B.A in English Language and Translation with a GPA of 4.99 (Out of 5), excellent with the first-class honor.

ACADEMIC TRAINING

Feb 2017 - **Writer**

May 2020

G.R.I.T English Language and Translation College Journal

Qassim University

SKILLS



Leadership

Motivating individuals and mobilizing resources in pursuing goals shared by a group.



Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions.



Communication

Effectively communicating ideas to others, actively listening in conversations, giving and receiving critical feedback and public speaking



Managing Priorities

Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions.

VOLUNTEERING

Volunteer

King Salman Humanitarian Aid and Relief Center

Training, Media and Public Relations