
OSAMA KHALID ALGHAMDI

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Administrator with 6 years of experience in Writing, Editing, Research, Digital Leadership, Library and Website Management, Design and Content Editing for Social Media Networks

Professional Experience

Ikram AL-BAHA **10/21 - 2/22**
Manager Assistant

- Arranging and classifying files, archives, correspondence and bank transfers
- Writing emails, correspondence and reports

Al Ber Association in Beni Hassan **09/21 - 10/21**
Social Researcher Volunteer

- design and write questionnaires and surveys
- Using IT skills to present data.

Learning Support Center in Baljurashi **01/16 - 08/20**
Manger Assistant

- Develop good customer relationships.
- Email and phone correspondence.

King Abdulaziz University **10/18 - 02/20**
Digital Library Volunteer

- Assisted students with finding books
- Library organizing and cataloging

Education

King Abdulaziz University **08/17 - 12/20**
Bachelor's Of Political Sciences - 4.38/5

- International relations
- International Law and Politics

Awards

- The first in the social writing competition at the level of Al-Baha region - 2016

Key Skills

- Organized
- Troubleshooting
- Critical Thinker
- Strategic planning
- Active Listening