

Maryam Al-Dosari

administrative employee

CONTACT :

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✉ Maryam-1304@hotmail.com

EDUCATION :

College of Education

Qatar University , Doha - Qatar 2019 - 2023

Major: College of Education

Minor: Arabic Studies

Diploma in arts (Arabic track)

CCQ , Doha, Qatar 2017-2018

SKILLS :

- MS Office (MS Word, PowerPoint, Outlook, Excel) Internet - excellent with very good experience. Communication skills.
- Administrative leadership
- Administrative duties
- Administrative experience
- Administrative background

LANGUAGES :

- Arabic (native speaker)
- English (good)

REFERENCES:

Nada Ali Fakhroo

Senior Planning and Coordination Specialist

Phone: +974 4403 5056

Email : nadaalkhal@qu.edu.qa

Anas Abdel Karim Al Bakri

Assistant Professor of Management

Phone: +974 44035047

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PROFILE

Experienced management professional with over 10 years in supervisory roles. Holder of a Bachelor's degree in Management & International Business and a Diploma in Art in Arabic. Possess strong organizational and leadership skills, always striving for performance improvement and delivering quality. Seeking an opportunity to leverage my expertise and contribute to team success.

WORK EXPERIENCE

Academic Advisor

2023

- Using career guidance tests: These tests assist in identifying students' inclinations, interests, and abilities.
- Workshops on career path planning: They can help elucidate the various fields and opportunities available in the job market.
- Providing informational lectures: On university programs, various specializations, and job market requirements.
- Interviews with career experts: To discuss their experiences and offer advice to students.
- Encouraging participation in volunteer work: This opportunity provides students with a practical understanding of what their future might hold and helps in developing new skills.
- Encouraging students to network: Joining platforms like LinkedIn and participating in professional forums to increase their opportunities in the job market.
- Educating students on the importance of continuous education: Where training courses and advanced certifications can offer greater opportunities in the future.

Secretary

2010-2022

- Managing the principal's calendar and confirming their appointments.
- Collating, overseeing, and storing all documents, records, and reports on Microsoft Teams.
- Processing incoming and outgoing correspondence, including sorting and archiving.
- Facilitating and assisting with specific projects, ensuring their completion as required.
- Delivering monthly summaries and monitoring staff performance metrics.
- Documenting meeting discussions and producing minutes.
- Liaising with the school's board of trustees: overseeing candidate nominations, planning annual gatherings, implementing strategies, and monitoring their progress. Ensuring clear communication with board members, documenting board meetings, reserving meeting venues, and receiving guests.
- Engaging effectively with the school consultant: participating in discussions, arranging for specific follow-up requirements, implementing suggestions from received reports, and guiding the relevant staff members.

CERTIFICATIONS

- Cybercrime Awareness Training
- Speak English Professionally (In Person , Online & On th)
- Business Communication
- Improve Communication Processes Using Gmail
- Employment Skills
- Time management.
- Volunteer at Qatar University- Registration of students of the College of Business and Economics for Internship.
- Internship at Ministry of Commerce and Industry (Department of International Cooperation)