

# Reham Mohammed Al Skinah

+966 500 745 490

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Rehamalskinah@gmail.com

## Professional Summary

A passionate English graduate with strong written and verbal communication skills. Experienced in organizing educational activities and managing administrative tasks through volunteer work. Proficient in Microsoft Office, project coordination, and secretarial tasks. Eager to contribute to an administrative role with a commitment to excellence, teamwork, and continuous learning.

## Professional Experience

**Volunteer – Iftar Meal Distribution (Women’s Section, Grand Mosque)**  
**Charitable Association in Madrasah – National Platform for Volunteering**  
**Makkah, Saudi Arabia | March 2025 | 145 Volunteer Hours**

Organized and assisted in distributing Iftar meals to female pilgrims in the Grand Mosque during Ramadan. Ensured smooth service flow while adhering to religious and operational guidelines. The experience enhanced my skills in coordination, teamwork, and serving with compassion in a high-demand spiritual setting.

## Qualification

**King Khalid University, KAS | 2021 - 2024**  
Bachelor’s degree in English Language

## Basic Skills

Excellent communication, teamwork, and correspondence writing skills.  
Skilled in office organization, scheduling, and data confidentiality.  
Strong problem-solving and decision-making abilities.  
Proficient in Microsoft Excel and various computer applications.

## Training Courses

English Language Development – Doroob | 2025  
Project Management – Edraak | 2025  
Secretarial and Office Management – Emaar Training Institute | 2025  
Microsoft Excel – Doroob | 2024

## Languages

Arabic | Native  
English | Professional