



Nehad AL Harthy

Professional Summary

Experienced Office Management and Administration Professional experienced optimizing productivity, efficiency and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.

Work History

- **Bahwan Engineering Company (BEC)**

01/2014-04/2018

Worked in Bahwan Engineering Company from January 2015 to April 2018.

- **A'Sharqiyah University - Translator**

04/2018 - 08/2019

Worked as translator in A'Sharqiyah University (ASU) from April 2018 to August 2019.

- **A'Sharqiyah University, ASU - Administrative Coordinator**

09/2019 - Current

- Worked as administrative coordinator in A'Sharqiyah University (ASU) since September 2019 until now.

Activities

- Participated in the 11th symposium of English and Translation in April 2014 at Sultan Qaboos University (presenter).
- Training in Public Prosecution in August, 2015.
- Translate articles for local newspaper (Atheer) from October to November 2016.
- Attended and taught some classes in Centre of Languages and Foundation Studies in A'Sharqiyah University

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Muscat AL Sharqia
Nehad Said Al
Harthi,
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Skills

- I have the ability to translate from English into Arabic and vice versa.
- I have the skills to contact with people from different nationalities and build good relationships with them.
- I have computer skills.

Education

Nizwa University

Oman

Bachelor: English language translation
2015

Secondary School Certificate

Samad for Basic Education School, AlSharqia
North, Al-Mudhaibi. 2008

Certifications

CELTA Certificate December, 2020

IELTS Certificate June, 2022