

ABUBAKR KAMAL AHMED SAEED

Birthday: 4/11/1995

Nationality: Sudanese

Marital status: single

Residence: Transferable Iqama for Saudi Arabia

Driving: Saudi driving license (B)

Address: Eastern Province.

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Profile

"I graduated from the Second degree in the university classification of the Sudan university of Science and Technology and preferred this department because its helps to deal with all the difficulties that I may face the work and also helps in decision - making. Astute Administrative Assistant focused on optimizing processes to improve data retrieval and storage procedures, reduce physical storage needs and maintain security of all information. Skilled in researching and resolving discrepancies."

Education and Qualifications

BSc in Secretarial at Business Studies Faculty - (SUST 2018)

Experience

*Feb. 2021
To May 2021*

Administrative Secretary, Ibn Sina University

My duties included:

- Answer telephone and addresses caller questions & concerns.
- Transfers calls to proper individual & department as needed.
- Mails student report cards, brochures & other necessary forms.
- Welcomes visitors and provides directions around the building.
- Types up and contributes to bulletin or newsletter.
- Sorts and distributes mail delivered to office. And Maintains student records and files
- Uses computer database or filing system to update records.
- Manages and updates calendar.
- Provides administrative support to principal or another upper-level administrator as needed.
- Attends office meetings and takes minutes.
- Distributes paychecks to staff.
- Maintains the official University seal and furnishes authenticated documents to various internal and external organizations and agencies.
- implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures.
- Performs miscellaneous job-related duties as assigned.

Jan. 2019
To Jan. 2021

Administrative Assistant, Rieaya for integrated business co.

My duties included:

- Increased data quality by organizing and updating databases
- Managed calls daily for employees using call forwarding system.
- Managed calendars, modified schedules and arranged conference calls .
- Assisted in creating professional financial documents such as Relieved of administrative responsibilities through liaison.
- Assist the administration in administrative financial and administrative affairs.
- Integrated best practice and standards in administrative functions through to achieve.
- Improved office efficiency, managing client correspondence, record tracking and data communications.
- Provided logistical support for programmers, meetings and events, including room reservations, agenda preparation and calendar maintenance.
- Sorted and distributed business correspondence to correct department or staff member

Courses

2019

Preparing to Management Accounting Certificate (CMA)

Personal Skills

Training and development
New business development
Protecting information
Organizing mails

Office management
External communications
Interpersonal skills
Confidentiality

Key I.T. Skills

- | | |
|----------------------------|-------------------|
| ➤ Introduction & Operation | ➤ Windows |
| ➤ MS Word | ➤ MS Excel |
| ➤ MS Power Point | ➤ MS Access |
| ➤ SMACK | ➤ MS Outlook |
| ➤ Web Applications | ➤ Web Page Design |

Other Personal Details

Languages: - Native Arabic speaker - Good English speaker

- Excellent written and verbal communication skills.
- Highly trustworthy, discreet, punctual and team worker.