



Mohamed AlFahad

Specialized in Secretarial and Human Resource Management

Talented Executive Secretary holding a bachelor degree in Business Administration from the USA, with exceptional knowledge in the areas of supervision, human resources management, office management, and secretarial work. Proficient in providing presidents, and executives with administrative and clerical support. Skilled in planning meetings, auditing invoices, tracking external activities, handling confidential documents, developing a long-term schedule, interacting with all sections, and managing phone calls. Currently, I am looking for a job to employ my skills and experience in achieving goals, support top level of management, and developing corporate profits.



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Saudi Arabia



25 March, 1991

SKILLS

Business acumen

Multitasking

Relationship Building

Organizing abilities

Planning Skills

Decision making

Time Management

Strong communication

Analytical thinking

Reporting Skills

Self-confidence

Attention to Detail

Leadership abilities

MS Office

CORE STRENGTH

Skilled in providing secretarial, administrative, and clerical support to the Vice President

Demonstrable track record of developing and maintaining strong professional relationships at all levels

Sufficient knowledge of modern management techniques and best practices

Able to maintain strict confidentiality of operational, and business information

Excellent knowledge of using and maintaining HR Systems as well as reporting and presenting HR data

Able to write reports, do paperwork, and update records

WORK EXPERIENCE

Executive Secretary to Vice President

Khusheim Holding

08/2020 - 12/2020

Tasks/Achievements

- Answering the phone and being a first point of contact for enquiries.
- Manage calendar organize and schedule appointments.
- Prepare correspondence, reports, and materials for publications and presentations.
- Prepare confidential and sensitive documents.
- Schedule meeting and arrange conference rooms.
- Supervise support staff, operate office equipment, such as photocopy machine and scanner
- Acts as a liaison between the administrator or executive, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
- Reviews, proofreads, and edits documents prepared for executive signature.

WORK EXPERIENCE

Human Resources Specialist

EXtra (United Electronics Co.)

10/2019 - 04/2020

Tasks/Achievements

- Handling office tasks, such as filling, generating reports and presentations, setting up for meetings
- Providing real-time scheduling support by booking appointments for candidates and preventing conflicts.
- Making travel arrangements for candidates if necessary, such as booking flight, cars, and making hotel reservations.
- Resume screening to determine whether a candidates is qualified or not.
- Using computers to generate reports, transcribe minutes from meetings.
- Greet, assist and follow up with candidates
- Carries out appropriate and timely selection of suitable candidates, ensuring sufficient availability of candidates in the pool to meet operational needs.
- Assist with termination processes such as documentation and exit interview.
- Organizes and coordinates training sessions; reserves space for training, and preparing contracts for new joiners and upload them at GOSI.
- Creates organizational chart to illustrate the reporting relationships and chains of commands within the organization.

EDUCATION

Business Administration - General Business

Wichita State University, Kansas, USA

05/2014 - 05/2019

United State of America

COURSES

 Principle of Human Resource- Edrak

LANGUAGES

Arabic
Native

English
Professional Working Proficiency