

Ibtesam Al Rahen

ADMINISTRATIVE ASSISTANT

0540652544



S17-k@hotmail.com



Eastern Province- Dammam



PROFILE

Administrative Assistant with 6 years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess English language in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience.

PROFESSIONAL EXPERIENCE

SECERTARY

THABAT CONSTRUCTION COMPANY / DM/ 2020-09 -TO 2021-04

- Handle and coordinate active calendars
- Schedule and confirm meetings
- Ensure file organization based on office protocol
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Make travel arrangements for executive
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Handle and prioritize all outgoing and incoming Correspondence (e-mail, letters, ...).

SALES COORDINATOR

Industrial Valve Manufacturing / DM/ 2016-06 -TO 2020-09

- Handle the processing of all orders with accuracy and timeline
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Set up meetings with potential clients and listen to their wishes and concerns
- inform clients of unforeseen delays or problems
- Responding to complaints from customers and give after-sales

EDUCATION

Bachelor / English Language
King Faisal University, Al Ahsa
2011 - 2014

Diploma / Computer Science
King Faisal University, Al Ahsa
2009 - 2011

KEY SKILLS

MS Office Suite/Excel



Strong communication



Tolerant and flexible



Problem solving



Organization



ADMIN ASSISTANT

ALFALAK / DM/ 2014 -TO 2015

- Booking meetings and scheduling events
- Ordering office stationery and supplies
- Maintaining internal databases
- Make travel arrangements
- Handle queries from managers and employees
- Update office policies and ensure compliance with them
- Coordinate daily calendars of senior managers

Online courses

- Reports
- Creative Skills of Secretary
- Information Security
- Time Management

Certificate

CCNA 1 Networking Basics

Cisco
2009

CCNA 2 Router and Routing
Basics

Cisco
2009

IT Essentials: PC hardware and
software

Cisco
2009