

# Moayad Kreizam

Saudi Arabia, Riyadh  
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Nationality: **Palestinian**



## EXECUTIVE SUMMARY

A dynamic, determined and well-organized Administrator, with extensive experience in supporting mid and senior-level managers by providing them with consistent administrative support, also with a vast knowledge in HR & Government Relations Services and Portals. A highly approachable individual who has a pleasant attitude and a willingness to make a positive mark.

## SKILLS AND EXPERTISE

- Reporting Writing
- Translation
- Microsoft Office
- Documentation
- Government Relations
- Correspondence Handling
- Secretarial
- Communication Skills
- Research
- Time Management
- Calendar Management
- Flexibility

## WORK EXPERIENCE

### Senior Executive Assistant

#### Altamayoz Real-estate Co., Riyadh

May 2017 – Present

- Coordinate daily tasks of senior executives and managers.
- Attend and prepare the minutes meetings.
- Plan appointments, events and meeting rooms.
- Act as the point of contact between executives and employees/clients.
- Create regular reports and update internal databases.
- Make travel arrangements and prepare visa applications.
- Manage official correspondents, letters, phone calls and emails.
- Respond promptly to executives' queries.
- Facilitate internal communication (e.g. distribute information and schedule presentations).
- Suggest more efficient ways to run the office and troubleshoot malfunctions.
- Review and recommend changes to our company policies.
- Government Relations Services Portals MOI-MOL-MOFA-MUQEEM-TAMM-ENJAZ-GOSI-COC-WPSMunicipality-SCE-National Address-Muddad-QIWA.

### Government Relations/ Administration Team Leader

#### Huawei, Riyadh

Apr 2007 – April 30, 2017

- Government Relations Services Portals MOI-MOL-MOFA-MUQEEM-TAMM-ENJAZ-GOSI-COC-WPSMunicipality-SCE-National Address-Muddad-QIWA.
- Knowledge of organizational structure, workflow, and operating procedures.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to make a cooperative work environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of a diverse community.
- Effective written and oral communication skills.

### IPO Specialist

#### Saudi British Bank, Riyadh

Apr 2006 – Mar. 31, 2007

- Entering new IPO applications.
- Receiving packages of applications from other regions and sort them.
- Monitoring duplicated applications.
- Supervision IPO team.
- Maintain the attendance sheet of IPO team.

### Office Manager

**Fahad Office for General Services**, Riyadh

Jan 2005 – March 31, 2006

- Maintain and follow up Government Relations transactions.
- Schedule meetings and appointments.
- Organize the office layout and order stationery and equipment.
- Maintain the office condition and arrange necessary repairs.
- Organize office operations and procedures.
- Ensure that all items are invoiced and paid on time.
- Provide general support to visitors.

### Executive Secretary

**Masaed Al-Ghamdi Real-estate Offices**, Riyadh

Jan 2000 – Dec. 31, 2004

- Follow up Client's rentals.
- Receive and screen phone calls and redirect them when appropriate.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.).
- Make travel arrangements for executives.
- Handle confidential documents ensuring they remain secure.
- Prepare invoices or financial statements and provide assistance in bookkeeping.
- Maintain electronic and paper records ensuring information is organized and easily accessible.

## EDUCATION

### Bachelor of Business Administration

Imam Muhammad Ibn Saud Islamic University, Riyadh, Saudi Arabia

### Computer Completed Course

Data Entry and Computer Software, Jordan 1999

### English Language Test

Duolingo, Feb. 2021 Score (100 out of 160)

### CEFR B2 English Language Proficiency

British Council, Feb. 2021 Score (B2 Upper intermediate)

## COURSES & AWARDS

- 20 Completed Courses (HR, Admin, Secretarial, Leadership, MS Office, Management, Project Management, Time Management, Customer Services) from DOROOB 2018
- Training Course: Character Types, 3 days, 5 hrs, 2018
- Excellent Base Service Employee Award, 2016, Huawei Tech. Saudi Arabia
- Certificate of Appreciation 2017, Huawei Tech. Saudi Arabia
- Excellent Performance Award, 2017, Al- Tamayoz Real-Estate Company
- Excellent Performance Award, 2018, Al- Tamayoz Real-Estate Company
- Misk Appreciation Certificate, 2019
- AITE (American Institute for Training & Education) Appreciation Certificate, 2019
- Excellent Performance Award, 2021, Al- Tamayoz Real-Estate Company

## REFERENCES

Shamrookh Al- Otaibi

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