

WORK EXPERIENCE

Kennel technician

2020 - 2020

Petland, Jeddah

F&B manager secretary

Crown plaza al salam hotel, Jeddah

Answer phone calls and redirect them when necessary

Manage the daily/weekly/monthly agenda and arrange new meetings and appointments

Prepare and disseminate correspondence, memos and forms

File and update contact information of employees, customers, suppliers and external partners

Support and facilitate the completion of regular reports

Develop and maintain a filing system

Check frequently the levels of office supplies and place appropriate orders

Make travel arrangements

Document expenses and hand in reports

Undertake occasional receptionist duties

Administrative Assistant

2021 - Present

Public school, Jeddah

An ambitious person with a high level of productivity in learning new skills and gaining new experiences

INTERESTS

Visual arts, Creativity/content writing, Culture/language, Reading about: psychology, entomology, nutrition, economics.

EDUCATION AND QUALIFICATIONS

High school degree

2016 - 2018

Public school, Jeddah

SKILLS

| | |
|------------------------|--------------|
| MS | Skillful |
| Photoshop | Skillful |
| Adobe illustrator | Experienced |
| Indesign | Intermediate |
| Writing | Experienced |
| Social media marketing | Intermediate |
| Multitasking | Expert |