

SALMAN AHMED ALKHALIFAH

Administrative Assistant

CAREER OBJECTIVE

Administrative Hard-working professional with 10+ years of experience and a proven knowledge of data entry, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in CS and expertise in Microsoft Office. Looking to leverage my knowledge and experience.

EDUCATION

BACHELOR'S DEGREE / COMPUTER SCIENCE

TOKYO UNIVERSITY OF TECHNOLOGY, JAPAN 2012 – 2016

EXPERIENCE

ADMINISTRATIVE ASSISTANT (Data entry clerk)

Ministry of Education – Riyadh / September 2008 – Nov 2019

- Schedule meetings, appointments, and arrangements for bid Opening Committees
- Managed documents by organizing forms, making photocopies, filling records, preparing correspondence and creating reports.
- Reviewed completed work for compliance with regulations.
- Scanned documents and saved in database to keep records of essential organizational information.

Collection Officer

Al-Kifah Holding Company – Al-Ahsa / Nov 2005 – Apr 2008

- Monitored accounts for compliance with established payment and flagged those in violation.
- Documented changes in accounts and on credit.

Procurement Specialist

ATCO Group – Dammam / Jul 2004 – Oct 2005

- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages and cutting costs.

Training Courses

- 1- **Electronic Archive** – Institute of public Administration- Riyadh
- 2- **Information Crimes** – Institute of public Administration- Riyadh
- 3- **Appliances Maintenance** – Technical and Vocational Training Corp
- 4- **Innovation Management** – Shibaura Institute of Technology, Japan
- 5- **Internship Program** / Tokyo Marine Holding, Ins. Tokyo, Japan

CONTACT

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SOFT SKILLS

- Adaptability
- Collaboration
- Strong Work Ethic
- Problem Solving
- Communication
- Interpersonal skills
- Prioritizing

HARD SKILLS

- MS Office
- Typing speed
- Japanese , English
- Computer Skills
- Office management

Saudi Council of Engineers

C e r t i f i c a t e

