

RAWIA ALI ALSADA

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Hardworking and focused Administrative professional offering excellent communication, planning and prioritization skills demonstrated through 13 years of performance. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

EXPERIENCE

SEP 2020 – CURRENT

EXECUTIVE SECRETARY , CZECH SAUDI MEDICAL COMPANY (CSMC)

SAIHAT , EASTERN PROVIDE

- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Handled scheduling for executive's calendar and prepared meeting agenda and materials.
- Took notes and dictation at meetings.
- Managed and reviewed filing and office systems.
- Streamlined operations and prioritized tasks, allowing senior staff to increase productivity.
- Worked with senior management to initiate new projects and assist in various processes.
- Filed paperwork and organized computer-based information.
- Updated executives on changing business needs by thoroughly documenting internal and client meetings.
- Created and managed office systems to efficiently deal with documentation.
- Answered high volume of phone calls and email inquiries.

DEC 2019 – AUG 2020

ADMINISTRATIVE ASSISTANT , HABITAT HOTEL

KHOBAR , EASTERN PROVIDE

- Organized weekly staff meetings and logged minutes for corporate records.
- Scheduled office meetings and client appointments for staff teams.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Drafted agendas, recorded minutes and created documents for meetings.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.

NOV 2013 – DEC 2019

**HEAD OF PERSONAL DEPARTMENT, STRUCTURE'S SYSTEMS TECHNIQUE
CONSTRUCTION EST**

DAMMAM , EASTERN PROVIDE

- Experience : Gosi , Muqem, Saudi labor law, insurance company
- Implemented performance review and motivational strategies to elevate HR team results.
- Monitored and handled employee claims involving performance-based and harassment incidents.
- Maintained company compliance with local, laws, in addition to established organizational standards.
- Created organizational filing systems for records, correspondence .
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Forecasted expected personnel demands and developed forward-thinking approaches to achieve objectives.

JUL 2008 – JUL 2013

**RECEPTIONIST, SAAD SPECIALISTS HOSPITAL
KHOBAR , EASTERN PROVIDE**

- Oracle program
- Maintained files and records by implementing effective filing systems that boosted efficiency and organization.
- Managed multiple tasks and met time-sensitive deadlines.
- Resolved customer problems and complaints.
- Kept reception area clean and neat to give visitors positive first impression.
- Answered high-volume, multi-line telephone, directing callers to appropriate company personnel.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.

EDUCATION

JUNE 2019 UNTIL NOW

DOROOB ONLINE COURSES, +160 HOURS

Master Microsoft office(50 hours) -English in workplace (76 hours)
other will be available under request

JUNE 2007

DIPLOMA IN COMPUTER SCIENCE, COMMUNITY COLLEGE

GPA 3.3/4

SKILLS

- Documentation and reporting
- Master calendar management
- Multitasking abilities
- Oracle program
- Advanced MS Office Suite
- Advanced in English languages
- Workforce improvements