

Email

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+966550888629



Skills

Capable of working in a bilingual environment

Communication and team work

Ability to work under pressure

Time management

Microsoft office skills (word, excel, PowerPoint)

Positive thinking, self- motivated and flexible



Languages

Arabic

English

SHAFALGALLAF

Administration Assistant

Business Administration graduated, working now as Administration Assistant seeking for new job opportunity of Administration in business that utilizes my managerial knowledge, communication, human recourse, accounting and professional skills for the benefit of company.

Experience

Administration Assistant

AL-OMAR CONSTRUCTION GROUP

2020 - Present

- Manage office documents by data entry, filling and copying, scanning, and record keeping.
- Entered data into excel spreadsheets, filed permits and invoices and other records.
- work with project managers to handle many administrative and customer service tasks.
- entered each project license in project management software.
- processed change orders and entered the same into project software to ensure all changes were up to date and approved.
- Providing support to the accounting Department and HR Department.
- review and analysis timesheet for project workers.

Education

Bachelor of Business Administration (BBA)

Laurentian university *Canada*

2016 - 2020

Major Courses

- Business Communication
- Using financial information
- Management Accounting
- International Management
- Strategic Management
- Management information system
- Applied Marketing
- Operation Management

Certifications & Courses

- Introduction to Human Resources Functions
- Saudi Labor Law - Employee Rights and Responsibilities