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# Haifa Mushabab ALjabri

## OBJECTIVE

Administrative assistant with more than 7 years and 8 months of experience, I have a sense of responsibility and a strong motivation to work. I seek opportunities where I can apply my management experience and practical skills to contribute and support the interests of the interests.

## Languages

Arabic

English

## Experiences

Worked for Riffa Bin Swaia Al Jabri Company and Partners for Logistics Services (Administrative Assistant)

- Follow -up procedures for file data and organizing and arranging files sequentially.
- Track employee salary data (including: basic salary. Vacations, advance advances, salary deduction and increase (and they are arranged monthly).
- Audit invoices for transactions with other companies (SABIC). Aramco, minerals.
- Entering invoices in the excel program.
- Entering bills of freight onships in the program (Resort32)
- Preparing daily reports for the wheels: - Checking their morning balance.
- Sorting out the old and new wheel types, determining their amounts, and counting the number of damaged ones.
- Follow up the movement of tires between the other branches of the company.
- Reviewing and auditing taxes and entering them into the excel program.
- Following up on expenses and revenues.
- Monitor trucks and determine their locations, operating hours, and their speed in the GPS program.

## Educational

Bachelor's degree from Imam Abdulrahman bin Faisal University (Business Administration)

2018

## Personal skills

- Flexibility and adaptability.
- Time management and Fast learner.
- Teamwork.
- Resort 32 program.
- Microsoft office (Word, PowerPoint, Excel).