

# Da'ad Aboalkhair

دعد أبو الخير

Female, 5th July 1982, 0564287541, Single, Palestinian, KSA, Khobar.

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## Office Manager, Executive Assistant, Support Management

### BIO

A talented energetic spirit that lights up the room. Highly skilled at what she does Extremely presentable who is Willing to go above and beyond on any project and tasks that make her stand out.

An executive assistant with 10 years of a combination of skills and experience with a history of proactivity and high Performance in supporting multiple executives & CEOs in a corporate environment.

She gained Managerial experience in the market of Saudi Arabia. Her experience encompasses various industries Such as banking, Trading, Industries, Finance, Hospitality, Support Management, Investments and organizational Consultations with proven accomplishments in leading teams & achieving targets. and maintain a positive working Relationship with personnel on alllevels both within the company and with clients.

In 2009, she started her career at Saudi Holladi Bank as an administrative coordinator and data entry, promoted to hold those positions, eventually lead the sales team.

In 2014, and after the knowledge she gained, she moved to Done Deal Co. as Marketing coordinator and admin Assistant.

In 2017, she was responsible for VIP Memberships relations at Sunset Beach Resort.

In 2018, Da'ad has joined Financial Horizon Group then joined Hala Venture Capital as an Executive Assistant and Office Manager to work closely with the managing partners and the team to support the daily activities and operations.

Currently, she is working as an Executive Assistant to The Group CEO of Salem Balhamer Holding Company Reporting directly to the CEO, support the Top Management in daily activities & ensure that the workflows is directed towards the goals of the Group.

### EDUCATION:

- Diploma of Business Administration @Lake Hurst Indiana distance education, GPA: 4.50 **Jan 2002 - Jan 2004**
- Bachelor of Management & Marketing @ Al-Ahliyah University, GPA: 3.50 - Bahrain **Feb 2006 – May 2008**

### SKILLS:

- ✓ Highly motivated individuals with excellent problem-solving skills and the ability to prioritize shifting workloads in a rapidly changing industry.
- ✓ An effective communicator Have full experience in Office's work plan and its divisions including all departments of the companies.
- ✓ self-driven profile with excellent communication skills and the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

## WORK EXPERIENCE:

### **Executive Assistant to Group CEO@ Salem Balhamer Holding Group**

**May 2021- Present**

work closely with the Board Members of the group, assisting them in their daily activity and accordingly arranging their daily calendar, following up all the company's tasks and make sure the work runs smoothly.

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly.
- Participating in preparation activities of the strategic plan and yearly operational plan, coordinate with managers of all affiliates and different departments.
- Prepare a follow-up list that related to nature of the position and follow the tasks implementation with all related parties.
- Prepare a yearly table for coordination meetings/follow-up for CEO calendar and top management, updating it continuously.
- Attending the different business meetings for CEO and prepare minutes of meetings for each one, which can support/enhance follow-up of results and decisions of meetings.
- Managing all tasks related to CEO office.
- Managing all messages through emails/fax/verbal), make sure of completed contents and presented to CEO, follow-up as per his guidance to the concerned internal/external.
- Prepare all CEO letters in Arabic & English language in a professional way and sending them to the concerned internal/external.
- Maintain all documents to be archived as per approved categories from CEO deputy to easy refer later.
- Receive and distribute relevant information to/from internal and external sources by telephone, email, or in-person.
- Take notes in meetings, conferences, and day-to-day activities of the CEO.
- Take the initiative to make minor job-specific decisions in the absence of the CEO.
- Acting as office manager in case of CEO travels or going for vacation.
- Educational Requirements
- Work closely with the company's managers and arrange internally and externally meetings
- Perform a wide variety of administrative duties, office support services
- Coordinate with and keep management Updated & informed of all relevant workplace issues and initiatives, specific work activities, and policy.

### **Executive Assistant to Managing Directors @ Financial Horizon Group**

**Sep 2018 – May 2021**

work closely with the Executive Managers, assisting them in their daily activity and accordingly arranging their daily calendar. In addition to that, I am highly exposed to the Consulting business to enhance HR & Financial skills. Provide administration support to the Executive Managers

- maintain office systems, including email and other electronic monitoring and filing.
- Schedule meetings, including regular team meetings, and provide administrative support to meetings (organize attendees, venues and relevant catering requirements).
- Prepare agendas and papers for circulation.
- Book and co-ordinate manager's travel and accommodation.
- Accompanied CEOs on Business trips, meetings, & events (FHG & Hala Ventures) as required.
- Attending CEO's personal demands, including but not limited to, Shopping, personal schedules, various family
- Printing and designing of reports, proposals and Agreements as required.
- Manage the teams work plan and Attend team meetings and take notes as required.
- Attending events as to represent FHG or Hala Ventures as required.

**VIP Memberships relations @ Sunset Beach Resort MARINA&SPA****Nov 2017\_ - April 2018**

- Worked on achieving the High-end clients + Catering Sales department objectives
- Worked with Sales team to develop a client account base of prospected and existing clients.
- Established data base, Sales visits, and client's profile, planned & achieved sales visits, daily and weekly reports.

**Marketing Coordinator@ Done Deal Company****Jan 2014 - Nov 2015**

Done Deal Co. offers a range of specialized brokerage & commercial services, advertising & publicity, and innovative Space broadcasting via Ale3lania TV Channel.

- Respond to all customers inquires at all times and deal with them professionally
- coordinate with the owner to communicate with officials'
- agencies and agree with them on the additional services
- prepare the contracts and sign them and complete the requested registration in the system
- Oversee activity on the channel ticker/Banner feed as per clients advertising requests.
- Prepare media statements & write advertising script, handle the media / press / social activities and occasions covering / company website and online pages
- Ensure company brand and messages are maintained through all communications
- Handle all client website import requests & the ticker broadcasting communications.

**Sales Team Leader @ Saudi Holland bank****Feb 2009 - Mar 2013**

I began as coordinator& entry data for the sales department regarding loans and credit cards applications then I was Promoted to sales supervisor position.

- Assumed accountability of the recruitment, training and performance development of the regional sales team,
- Successfully leading 25 members to exceed expectations on bank credit card & loan requests& Boosted loan production by 57% & Increased deposits by 20% annually.
- Maintained timely communications with management & developed daily/monthly sales & forecasting reports for the management team.
- Supervised team performance, providing motivation, knowledge and continual mentoring, generating customer loyalty via exceptional customer service.
- Followed up on open client's issues with regards to their accounts or requests ensuring customer satisfaction.
- Built corporate/new-customer relations and closed corporate deals

**OTHER WORK EXPERIANCE:**

- **Document controller for Security (O&G) project @ ERA Silver Holding** **April 2017- Oct 2017**
- **Corporate contracts @ Gulf Princess Ltd (Saudi Trading in.)** **Jan 2016 - Apr 2017**
- **Sales coordinator @ Saudi Hollandi Bank** **Feb 2009 - Jun 2011**
- **Administrative Assistant @ Dhahran International School** **Mar 2000 - Nov 2001**