

# Fadilah Al-Awami

## Executive Secretary

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### Experience

**Sep 2019–Present**

*Executive Secretary*

*Hodaithy International Group (Trading & Distribution).*

- Reporting to BOD.
- Managing agendas / appointments for the upper management.
- Preparing agendas for weekly meetings of Board of Directors.
- Arranging, attending meetings and keeping minutes.
- Filing meetings minutes and retrieve them upon request.
- Typing, preparing and collating reports (English / Arabic).
- Provide follow-up reports to BOD.
- Maintaining electronic and paper records of files ensuring information is organized, up to date and easily accessible.
- Making travel arrangements (Booking flights, cars, conferences and hotel reservations).
- Manage phone calls (routing callers to the appropriate party) and correspondence (E-mail, letters, packages, etc.).
- Helping in recruiting process by finding and sorting candidates using Linkdin or publishing job vacancies via different channels.
- Supervising job applications for candidates who want to join the company and arranging interviews for them.
- Searching for overseas suppliers and products.
- Controlling stationary (Placing orders for office



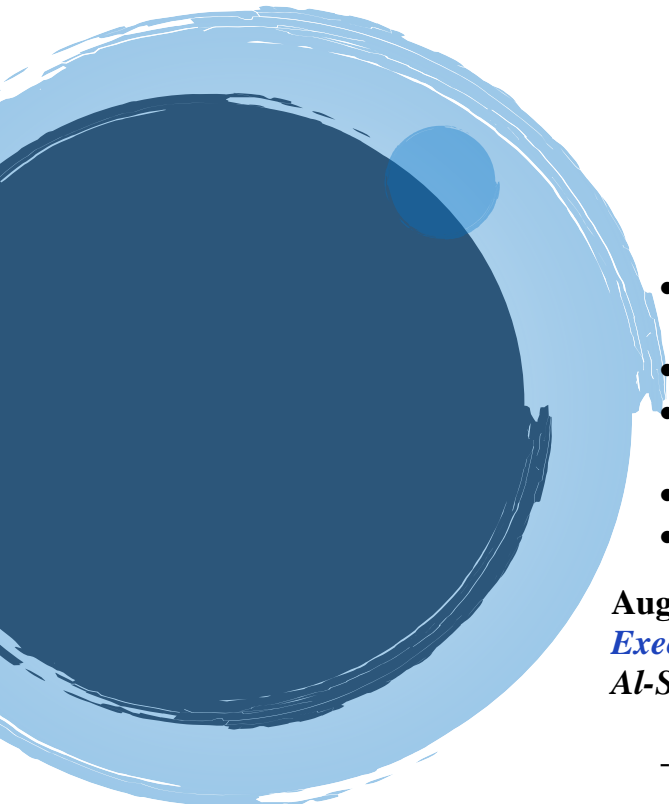
Eastern Province  
Qatif, 31911



+966506805441



fadilahawami@gmail.com



supplies when necessary).

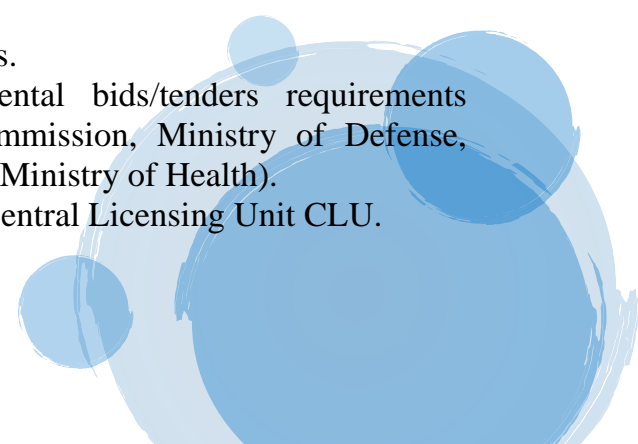
- Preparing presentations, reports and proposals as assigned.
- Sending shipments.
- Performing daily office tasks (copying, scanning, sorting mail...)
- Greeting and assisting visitors.
- Assist colleagues whenever necessary

**Aug 2015–Jul 2019**

***Executive Secretary***

***Al-Samah Integrated LLC. (Contracting & Engineering).***

- Reporting to CEO.
- Performing a variety of administrative and clerical tasks.
- Assisting in daily office needs and managing general administrative activities.
- Handling travel and meeting arrangements (Attend meetings and keep minutes).
- Handling and prioritize all outgoing or ongoing correspondences (E-mail, letters, packages).
- Typing, preparing and collating reports (English / Arabic).
- Handling confidential documents ensuring they remain secure.
- Maintaining electronic and paper records ensuring information is organized, up to date and easily accessible.
- Conduct researches and preparing presentations or reports as assigned.
- Maintain filing system.
- Keeping documents, processes and procedures up to date.
- Translation.
- Preparing Quotations.
- Preparing governmental bids/tenders requirements (SWCC, Royal Commission, Ministry of Defense, Ministry of Interior, Ministry of Health).
- Following up with Central Licensing Unit CLU.





**Feb 2011–Mar 2011**

*Help Desk (1 Month Vacation Coverage)*

*Dallah AlBarka Holding Co. (Aramco Contractor).*

- Answering and rerouting phone calls.
- Greeting visitors.
- Data entry.

### Education

*King Saud University, Riyadh*

*Major: English Language – Translation (2010).*

### Skills:

- Computer skills
- Team Work
- Problem Solving
- Customer Services
- Time Management
- Communication

### Courses

#### **SAUDI TOP INSTITUTE, DAMMAM, SA.**

- Modern Administration Five Skills (Executive Secretary -Writing Letters and Reports-Customer Services-Business Administration), 2010- 40 Hours.

#### **- KING SAUD UNIVERSITY, Riyadh, SA**

- Workshop of the 3<sup>rd</sup> Academic Meeting of the College of Languages and Translation, 2009.
  - Communicative Language Teaching (Theory- Practice), 2010.
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