

Resume

Ayman Ahmed
Al Khobar, Saudi Arabia
Mobile 0503788492
E-mail: ayman.assadig123@gmail.com



Objective: Administrative Assistant with over 6 years of experience managing business office functions and providing executive level support to principals and clients. Seeking to apply my detail- oriented talents and adaptable personality to fulfill the company's needs.

Personal Data:

Birth Date : 1983
Nationality : Sudanese
Marital Status : Married
Iqama Type : Transferrable
Languages : Arabic, English (Speaking, reading and writing)

Qualification:

Bachelor of Art – Honor - Class Arts - English Major – University of Khartoum, Sudan 2009

Working experience:

Administrative Assistant

2013 – 2015, Dr. Omar Amin Ghazzawi Polyclinic, Al Khobar, Saudi Arabia.

2015- Present, Imad Ghazzawi Sons and Partners Ltd, Alkhobar, Saudi Arabia.

Duties:

- Drafting correspondence in English and Arabic.
- Maintaining filing system.
- Arrange travel, meeting and appointment.
- Translating documents and reports from English to Arabic and vice-versa.
- Responsible for monthly sales report, daily cash income collection, revision & deposition in bank account
- Assist HR in Iqama renewal, insurance, vacation etc.
- Petty cash arrangement.
- Making the payment for all utility bills.

Computer Proficiency:

- MS. Word, MS excel, MS Power Point and outlook express.

Other Skills:

Strong communication skills, good planning and organizational skills. Attention to details. Fast learner, follow up.