

SALMAN ALLAHYANI



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Saudi

SKILLS

- Administrative
- Problem Solving
- Critical Thinking
- Communication
- Translation
- Ms Office

COURSES

- King's College London
Intro to Business Management.
- Misk Foundation
The Misk Future Path Program
- Dorooob
Intro to Human Resources.
- Dorooob
LEADERSHIP ESSENTIALS
- KAU
Leadership & self development.
- smartic
Team development

SUMMARY

A 29-year-old Translator with drive and initiative, thorough attention to detail, with excellent time management and task prioritization skills. With more than four years' experience in assisting Executives, Project Managers, administrative and clerical tasks, managing government portals, preparing contracts, and Document controlling.

EXPERIENCE

Translator | SEP 2020 - present
freelance

Administrative Secretary | SEP - OCT 2020

Al-Mohanna Engineering Consulting office

- Answering calls, taking messages and handling correspondence
- Copying, scanning and storing documents.
- Writing letters
- Arranging and scheduling appointments
- Translation

Administrative Assistant | OCT - NOV 2019

SAUDI DELTA CO. (Internship | college graduation)

- Written and oral translation
- Filing and organize documents
- Data entry

Purchase Specialist | 2018 - 2019

Mining projects EST

Office Administrator | 2012 - 2015

Ali Nahari Contracting Est

- Administration support
- Copy, File documents
- Ordering stationary
- Data entry
- Writing letters

EDUCATION

King Abdulaziz University
B.A. in English Language | 2020