

WEJDAN ALQAROOS

ADMINISTRATIVE ASSISTANT

CONTACT



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Eastern Province



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EDUCATION

High diploma / business management
International Technical College
interserve Partnership
2016–2019

SKILLS

- Computer skill-expert
- Management Skill-advanced
- Team work Skill-expert
- Research Skill-expert
- Hard-working skill-advanced
- Adaptability Skill-expert
- Data entry Skill-expert
- Microsoft Office Skills expert
- Social Media Marketing Skill-advanced
- Multitask Skill-advanced

LANGUAGES

- Arabic- Home
- English - Fluent

PROFILE

Business Management Fresh Graduate Seeking for a full-time job position where I can utilize my skills and experience

PROFESSIONAL EXPERIENCE

Administrative Assistant

MMANCO | Qatif, Eastern Province | 07/01/2020 - Current

- Carry out administrative duties such as filing, typing, copying, binding, scanning
- Manage Social media accounts
- Designing the social media pictures
- Answer and direct phone calls
- Maintain Customer lists
- Cover the reception desk when required
- Fill out quotations form
- Taking the employee daily attendance

Cooperative Education Student-Training and development advisor

Saudi Aramco | Dhahran, Eastern Province 16/06/2019-05/12/2019

- Answering CO-OP questions by email and phone
- Create infographics about CO-OP program
- Create a list of all university with majors and locations in Saudi Arabia
- Arrange meeting COOP with the advisors
- Attend the weekly communication meeting
- organizing Industrial cooperative training program graduates
- keep up with all CO-OP to complete all required courses
- arrange and checking all CO-OPS File

Cooperative Education Student- receptionist

Crowne Plaza | Khobar, Eastern Province | 01/02/2018 -10/03/2018

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls.
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material

CERTIFICATION

- Certification of compilation Droop courses
- Certification of compilation cooperative training program at Saudi Aramco