

BALGHAITH ALAHDAL



Obai Bin Thabit, Dammam,
Eastern Province 32223



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PROFESSIONAL SUMMARY

Systematic Administrative Assistant with successful experience in fast-paced office settings. Hardworking team-player with expertise completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

WORK HISTORY

Data Entry Administrator, 06/2019 - Current
SAMCO, Dammam

- Responsible for budget and inventory management.
- Assisted senior clerical staff complete daily workloads.
- Provided comprehensive administrative and clerical support, including organising files, creating spreadsheets and imaging documents.
- Developed and implemented record management procedures.
- Exceeded assigned goals by partnering with staff to implement best practices.

Accountant, 07/2016 - 12/2016
Ziffy Cofe, Kuala Lumpur

Staff Manger, 01/2015 - 05/2015
Aryaf Restaurant, Kuala Lumpur

EDUCATION

Bachelor Degree, Business Administration , 03/2021
Arab Open University - Dammam

Fundamentals of Management
Dorob Online Frame

Introduction into Project Management Professional (PMP) Doroob,
Online course - course, Project Management, 10/2020

LANGUAGES

Arabic: Native language

English: C2

Master or proficient

SKILLS

- Operational assessments
- Business planning
- Staff Management
- Operations management
- Microsoft Office proficiency
- Professional and mature
- Dedicated team player
- Office staff leadership
- Data entry
- Managing purchasing activities
- Schedule management
- Business administration
- Risk management process development
- Staff development
- Excellent interpersonal skills
- Attentive listener
- Natural leader