

# Salman Al frhan

## ADMINISTRATIVE

### PROFILE

0580909797



Salman.aljeadd@gmail.com



Saudi Arabia - Riyadh



Organized and dedicated administrative assistant with proven track record of providing exceptional customer service in fast-paced environment. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivation work ethic with ability to perform effectively in independent or team environment.

### PROFESSIONAL EXPERIENCE

#### ADMINISTRATIVE ASSISTANT

Pfizer company, Riyadh, 2018 – Present.

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers.
- Manage travel and expense reports for department team members.

#### Call center supervisor.

Alrajhi takaful, Riyadh, 2018.

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management.

#### - Supervisor.

Emtyazat alryadh, Riyadh, 2015-2017.

#### - Computer operator.

Artic, Riyadh 2014-2015.

#### - Sheriff central.

United wire factories, Riyadh, 2014-2015

### EDUCATION

#### Bachelor of English language , education college.

(king Saud university)

2013-2017

### KEY SKILLS

Strong communication



Analytical thinking, planning



Tolerant and flexible



Problem solving



English language



### Certifications.

2020 secretary

2015 sales department

2020 microsoft excel