**OBJECTIVES**

Seeking a challenging position to make a long-term career in administration, enhance my knowledge and skills.

**EDUCATION**

American University of washington D.C. USA

**Bachelor of Business Management** Dec 2014

**Overall GPA: 2.48 out of 4**

**WORK EXPERIENCE**

**-Abdulatif Al Ghamdi Est. (Administration assistant) for 8 months**

* **Admin tasks**

**-SAUDI ARAMCO** . Saudi geophysical company ( System Analysis) Saudi Arabia, Dharan

  *June 2007 to Jan 2010* 2005, summer07&08 Saudi Arabia, Riyadh

* I used to work as an indexing staff for Well Testing & Database Division (WTDD) hardcopy Well File documents Scanning Project.
* The indexer adopts the following procedures.
* Identification of the principle well file documents.
* Verification of against their respective folder directories and well sub folders online.
* Inventory on to Microsoft excel spreadsheet.
* Index on the SGC Microsoft Access Database.

-**Gift garden company (Recruiter )** Saudi Arabia, Riyadh

* Recruiting *Oct 1st 2016 to Dec 1st 2016*
* interviewing
* searching and writing feedback

**-Abdulmohsen Alsahli holding company** (Executive secretary) Saudi Arabia, Riyadh

 *Feb 13th 2017 to Oct 10 2017*

* **Admin tasks**

**-Carlton Almoaibed Hotel** (executive secretary) Saudi Arabia, Khobar

 Dec 1st 2019 to july 31st 2021

* Schedule meetings.
* Prepare agenda for meetings.
* Attend meetings and keep minutes.
* Handle all incoming and outgoing (e-mail, letters, packages etc,)
* Responsible of social media of the hotel.

**-Carlton Almoaibed Hotel** (Sales coordinator) Saudi Arabia, Khobar

 August 1st 2021

* Tracking sales leads
* Coordinating quotes with sales packs
* Assist the sales manager

**TECHINCAL SKILLS:**

* Microsoft Office

**ADDITIONAL SKILLS:**

* Communication, Teamwork, Initiative, Problem solving and Flexibility.

**OTHERS**

* Team player with strong work ethics Ability to easily acquire technical inputs and perform connected duties in a simple, understandable and Creative manner.
* Excellent initiative and co-ordination skills
* Pleasant disposition and ability to build rapport and maintain interpersonal relationships.
* A flair for hard work and to work with minimum supervision.