



MARWAN YAHYA ALZHRANI

Executive Assistant



Dammam, 32266



Binattia.z@gmail.co



059774482

Personal Info

Date of Birth: Jan 2, 1995 (26)
Marital Status: Married, 1 Child

Education

Diploma
Institute of Public Administration
Dammam, 2015
Score: 4.45 out of 5

Skills

- Leadership
- Multitasker
- Event Coordination
- Business Trips Coordination
- Documents Control
- Calendar Management
- Typing Proficiency
- Team Worker
- Hard Worker
- Microsoft Office
- Secretarial Skills
- Excellent Presenter
- Writing Letters

Languages

Arabic: Native Language
English: Fluent

Professional Summary

Committed Administration Assistant with a solid 5-years background working in busy office environments offering exceptional clerical and operational support to Engineering professionals. Exceptional communication and interpersonal skill and possessing an astute judgment when running diverse daily tasks. Highly skilled at managing office supplies, paperwork and project requirements. Strong problem-solving and organizational skills. Excellent and professional telephone voice and technique to efficiently manage multi-line communication systems. Ability to use Microsoft Office Programs proficiently.

Work Experience

Executive Assistant

Saudi Aramco / Apr 2015 – Aug 2020 / Dhahran



- ITC Courses: April 2015 – Aug 2016 (Trainee):

- English Writing
- English Reading
- Microsoft Office "Word, Excel, PowerPoint"
- Accounting
- Work Environment Safety
- Safety Driving
- Heart Saver
- Fire Safety

- Inspection Department, Vendor Inspection Division, Inspection Quality Support Group: Sep 2016- Feb 2017 (Admin Clerk):

- Automated Work Orders Contracts.
- Arranging & Monitoring Inspectors Qualification Exams.
- Creating, Renewing & Cancelling Work Orders

- Inspection Department, Vendor Inspection Division, Quality Control Section: Mar 2017- Aug 2020 (Executive Assistant):

- Superintendent's Personal Assistant: Helping in secretarial tasks "Meetings Arrangements, Events Coordination, Business Trips Arrangements, Receiving Phone Calls, Following-up Documents, Writing Letters & Memos, Office Supplies Management, Processing Employees' Allowances."
- Opening new opportunities to courses that help employees' career development and monitoring their progress.
- Enhancing different kinds of services by making new services contracts and/or canceling services contracts, which saves cost and provides better services such as: "car cleaning, office cleaning, food & refreshments."
- Monitoring and providing necessary information and equipment for newcomers.

Work Experience

HR Manager Secretary

Prince Mohammad Bin Fahd University / Nov 2014 - Sept 2014 / Khobar



- **6 Weeks as the HR Manager Secretary at PMU:**
 - Arranging manager's calendar.
 - Coordinating meetings for employment.
 - Prioritizing candidates with higher qualifications for job opportunities.
 - Attending interviews between manager and candidates to observe and share thoughts with the manager.

Date Entry

Al-Tawuniya Insurance Company / May 2013 – Jul 2013 / Khobar



- **3 Months as a Data Entry:**
 - Part-time job in Al-Tawuniya Insurance Company, digitalizing more than 6,000 hard-copy insurance document.