




ADMINISTRATIVE ASSISTANT

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 Saudi Arabia -
Dammam

SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

EDUCATION

 **MAJOR**

English - Imam
Abdulrahman Bin Faisal
University – 2018

 **Language**

English



Arabic

SEETA AL SUDAIRI

Administrative Assistant with 3 years of experience, BA in English.

I have history and experience at all Microsoft office , I look forward to utilizing my knowledge and experience in an Administrative Assistant role.

EXPERIENCE

- **ADMINISTRATIVE ASSISTANT**

2018 - First Intermediate School In Dhahran;

work on the project belongs to sarena company

Assisting the director in coordinating the electronic and mental games program,
and work on the first come -con for girls in the Eastern province.

- **Marketing coordination**

2019 – Assistant manager in Alkheshi advertising printing agency, raising sales and coordinating orders with clients and companies.

- **Team leader**

2020 – The United Electronics Company, team leader at Xtra Life project for Virtual Reality, Assisting manager in raising the sales and coordinating internal affairs , create a new games and ideas for the place.

- **Sales and marketing at Escape the room**

Social media content, coordinating indoor and outdoor events.