NASSER
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OBJECTIVE

Accessible positive, and deadline-focused years of experience working with teams in busy environment. Strongly focused with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines. Committed to office works with a solid ten-year background working in busy office, offers exceptional clerical and operational support professionals.

EXPERIENCE

Job Title | Asset Manager
Secretary
Saudi Airlines Ground Servicers in King Fahad Airport

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Arranging travel reservations for the CEO
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned

EDUCATION

Degree Title | University
FROM-2010 TO 2014
King Abdul-Aziz University

B.A. in General Management

TRAINING COURSES

1. A course from Human Resources Development Fund in Business Administration.
2. A course from British council in AI Khobar.
3. A course from Wall Street in AI Khobar.
4. A course from international computer Driving license.

SKILLS

- Excellent organizational skills
- Able to tactfully deal with difficult and sensitive situations
- Good oral and written communication
- Influencing, persuading, coaching and negotiating skills.
- Pro-active and self-motivated
- Ability to prepare and present reports to director level.

Language:

Arabic - Native English- Fluent References

Available upon request