

HAJAR SALEH AL-RASHEED

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CAREER OBJECTIVE

A highly organized and detail-oriented administrative professional with experience in overseeing office operations and supporting organizational functions. Seeking to apply my skills in administration, coordination, and team collaboration to contribute effectively to a forward-thinking organization. Motivated to provide exceptional organizational support, improve efficiency, and enhance workflow processes.

EXPERIENCE

- FACILITIES ADMINISTRATOR

GIB Capital | Riyadh, SA | March 2022 – June 2022

- Oversaw the operation and maintenance of office facilities, ensuring a smooth and efficient workplace environment.
- Coordinated with external vendors and contractors for repairs, maintenance, and office improvements.
- Managed office supplies and inventory, ensuring timely procurement to support daily operations.
- Supervised a team of maintenance staff, ensuring high standards of cleanliness and functionality across the premises
- Monitored and enforced safety regulations and building codes to maintain a compliant and safe work environment.
- Collaborated with other departments to support office needs, including space planning and equipment maintenance.

EDUCATION

- Business Administration (Diploma)

Imam Muhammad Islamic University | Riyadh, SA - 2018

CERTIFICATES

- English Language Course - Two months

Al Faisal International Academy

- Effective Leader Course

Motmaerna Center

SKILLS

- Relationship-building and management
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Languages: Arabic, English