

ASEEL ABDULAZIZ MALIK ALSHAMMARI

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A detail-oriented Administrative and Financial Assistant with excellent organizational skills. Proven ability to manage financial documentation and administrative tasks efficiently. Skilled in data management and deadline-driven work environments with strong team collaboration capabilities.

PROFESSIONAL EXPERIENCE

Administrative and Financial Assistant

January 2025 - Present

Deanship of University Development, Imam Abdulrahman bin Faisal University

- Efficiently manage financial documentation and track invoices using Excel, ensuring accurate record-keeping and timely processing
- Collect and organize participant data for various deanship programs, maintaining comprehensive and structured databases
- Contribute to team objectives by completing administrative tasks within strict deadlines
- Collaborate with cross-functional teams to ensure smooth operation of deanship activities
- Assist in preparing financial reports and documentation as required

EDUCATION

Professional Intermediate Diploma in Financial Management

2025

King Faisal University

Bachelor's Degree in Islamic Studies

2023

Hafr Al-Ba'n University

- SKILLS**
- Financial analysis, Time management, Power BI