

# Abdulmalik Almurshidi

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## PROFILE

Responsible for performing administrative tasks to support daily business operations. Duties include responding to phone calls or emails, maintaining an organized filing system and restocking office supplies as needed. Most tasks involve working with company documents and internal and external communications, may also involve some accounting and inventory work, depending on the business.

## EDUCATION

JAN 2015 – DEC 2017

**High School**, Almawred School– RIYADH

## EXPERIENCE

Nov 2017– Mar 2019

**Administrative Clerk**, FAST Consortium Company.

- Organizing and maintaining files so they are available to all staff members.
- Checking inventory regularly and ordering new supplies from vendors.
- Performing general bookkeeping.
- Researching and preparing reports or presentations.

## SKILLS & LANGUAGE

- Strong communication skills.
- Familiarity with productivity tools, such as Microsoft Office Suite.
- Knowledge of email systems, including Microsoft Outlook and Gmail.
- Working knowledge of or ability to learn to use office equipment, including printers, fax machines, and phone systems.
- The ability to work independently and seek help or assistance as needed.
- Distinctly dependable and trustworthy, with a strong and proven work ethic.
- Time Management.

## CERTIFICATES

- Holds an administrative coordinator course from the Technical and Vocational Training Corporation (2017-2018)
- Holds an administrative assistant course from the Technical and Vocational Training Corporation (2019)