

# BOTHAINA AHMED ALBAIZ



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Riyadh, Saudi Arabia



Bothaina Albaiz

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## OBJECTIVE:

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To enhance my professional skills, capabilities, knowledge and experience in an organization that recognizes the value of hard work and trust me with responsibilities and challenges.

## WORK EXPERIENCE:

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### • **Ministry of Economy and Planning** (Jan2017- present)

#### International Economic Affairs

Executive Admin Assistant

- Dedicated administrative executive assistant with excellent experience in completing the assigned tasks with focus on quality.

#### Sectorial and Regional development

Executive Admin Assistant at Health Sector

- attended the meetings at "Bureau of Experts at the Council of Ministers" on-behalf of the health sector manager.
- writing the reports and follow up regarding the projects related to the sector.

#### Administrative Assistants at Commerce, Tourism and investment Sector

- MEP representative at National transformation program 0.2 workshop.
- Performing multifaceted general office support
- Team member of the red sea and jeddah waterfront projects.
- Quality control on the presentations and documents.

### • **Saudi Payments** (Jan2011-Apr2015)

Administrative Assistant at Operations Department

- Assisting with all aspects of administrative management, directory, maintenance, logistics, equipment inventory and storage
- Coordinating between departments and operating units in resolving day-to-day administrative and operational issues.

## EDUCATION

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### • **Institute of Public Administration**

Executive Secretary Program (2008-2010)

### • **Riyadh Chamber of Commerce and Industry**

Marketing & Sales Program (2011-2012)

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## **COURSES AND WORKSHOPS**

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- Cyber awareness challenge
- Project Management Professional - PWC Academy
- Digital Content Management course - Saudi Electronic University.
- E-Marking Skills Course - Saudi Electronic University
- Heart saver First Aid, CPR and AED - American Heart Association
- Certified administration and office management professional – Meirc
- Advanced Business writing – Meirc
- Administration and office management: best practices and technologies- Meirc
- communication skills: results through collaboration - Learning tree
- Accounting for non-accountants

## **SKILLS**

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- Critical thinking and decision making
- Strong planning and monitoring abilities
- Detail oriented
- Data analysis
- Creativity
- Time management
- Leadership skills.
- Problem-solving skills.
- Very Good Communication and Collaboration skills.
- proficient in Microsoft Office.

## **AREAS OF EXPERTIES:**

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- Office management
- Administrative support
- Public Relations
- Sales and Marketing
- Problem solving
- Effective Communication

## **MEMBERSHIP**

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- American heart association memberPublic Relations
- Toastmaster charter member

## **REFERENCES**

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- Available upon request.