

# Abdullah M. AlHoudar



## CONTACT

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## PROFILE

Top – notch assistant with 17 years of experience managing business relations and special projects at the senior management level. Serve as primary point of contact for and liaison between management, sales teams, personnel, clients, and vendors. Maintain excellent written and oral communication skills, problem resolution abilities, and a high level of confidentiality. Equally effective sales management and advanced word process- in support.

## PROFESSIONAL SKILLS

- Communication skills.
- Time Management skills.
- Strong Decision-making & problem-Solving skills.
- Coordinating Travel Arrangement skills.
- Active Listening

## INTERESTS



Painting



Travelling



Jogging

## WORK EXPERIENCE

- 2020 -** Administration & General Service Coordinator  
National Housing Company
- 2019 - 2020** Admin Assist (Part Time)  
Aramex
- 2015 - 2019** Business Development / Proposal Coordinator  
Wood Group Eng. Company
- 2012 - 2015** HR / General Services / Facilities Coordinator  
Nestle Saudi Arabia
- 2006 - 2010** Administrative Assistant  
Saudi Aramco
- 2004 - 2006** HR / Training Coordinator  
Resource Science Arabia Ltd.
- 2004 - 2004** HR Administrative Assistant  
Al Jehat for Construction Company
- 2000 - 2003** Sr. Administrative Assistant  
Al Ahlih for Maintenance Company

## EDUCATION

- 1997 - 1999** Diploma (Executive Secretarial)  
Institute of Public Administration

## Courses

- Leadership Essentials**  
King Abdulaziz University.
- Organization Conversation English Skills**  
Human Resource Development Institute.
- Introduction to Business Management**  
Kings College London

## SKILLS

- Teamwork
- Verbal Skills
- Fast Learner
- Creative

## LANGUAGES

- English