

Majed Aljwaiher

Office Management

People with Special needs

Sickle Cell Anemia

Dammam, Saudi Arabia

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Date of Birth: Sep 21, 1998

Objective

A hardworking personality with deep knowledge in office management, computer software, and creative thinking I aspire to get a job with a reputable company to utilize my capabilities to meet its strategic requirements and enrich my career.

Experience

Jan 2023 – Present **SAWARY Trading & Contracting Co. Khobar, Saudi Arabia.**

- **Administrative Assistant**

- Organize files, correspondence, reports, documents, and manage calendars for scheduling appointments, printing, and providing general staff support.
- Update HR databases (eg as new employees, termination cases service, leave and sick leave).
- Payroll assistance and Wages, by providing relevant data, such as Absences, bonuses and vacations.
- Preparing, writing and distributing the meeting Abstracts and results.
- Travel and conference preparation arrangements.
- Purchasing or ordering stationery and supplies papers, etc.

Education

2018-2022 Jubail Industrial College (JIC), Jubail – Saudi Arabia

- **Associate Degree of Business Administration-Office Management.**

Internship

Jun 2022 – Sep 2022 Bisco Integrated Services. Jubail, Saudi Arabia.

COOP Trainee. (12 Weeks).

Personal skills

Technical skills: Excellent communication, teamwork and individual skills. Ability to work under pressure.

- Skills in using office and administrative programs such as: Microsoft Office - Google Workspace - Excel - Word -Access - PowerPoint.
- Languages skills: Arabic (Native), English (Advanced).
- Ability to type on the keyboard in English and Arabic at minimum speed of 60 words per minute, shorthand at 90 words per minute.