

Muteb AL Otaibi

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PROFILE

I am a lifelong optimist and believe that no mountain is too high to be climbed, every obstacle has a solution attached to it, and even the most far-reaching dreams can be realized with imagination, creativity and flexibility. My passion is computers and software. I am aware of everything new in this field. For nearly 11 years, I have been a competent Executive Secretary supporting high-level officials in organizing and maintaining the schedule of Executives and assisting them by performing a variety of professional administrative tasks. To contribute to the overall business efficiency by ensuring that all assigned administrative duties are carried out in a timely and efficient manner. Maintain the CEO's agenda and assist in the planning of appointments, board meetings, conferences, etc. Handle and prioritize all incoming assignments, outgoing correspondence (e-mail, letters, packages, etc.) Make travel arrangements for executives and maintain electronic and paper records to ensure information is organized and easily accessible

EDUCATION

OCT 2011– Nov 2013

Diploma of Technical Support, Technical and Vocational Training Corporation,
Riyadh College of Technology

- GPA 3.98 of 5

EXPERIENCE

- February 2020 - I currently work here Saudi Aviation Club
Full- time In & Out correspondence/ registry clerk
- March 2019 – February 2020 King Abdulaziz City for Science and Technology
Full- time Security and safety monitor
- July 2010 – March 2019 Municipality city of Riyadh
Full- time Secretarial

SKILLS

- Able to implement work processes
- Able to set priorities and meet deadlines
- Able to work in a multicultural environment
- Accurately perform tasks
- Able to cope with work difficulties
- Capable of developing objectives to support the facility and its vision
- Possess initiative and creativity
- Utilize resources effectively
- Share his experience with others
- Cooperation/teamwork
- Receive feedback in a professional manner