

Maryam AlHassan

Administrative Assistant

Address Saudi Arabia

Phone 0562385578

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Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Work History

2022-02 - 2023-02

Administrative Assistant

Cube Master, Hofuf

- Restocked supplies and submitted purchase orders to maintain stock levels.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Executed record filing system to improve document organization and management.
- Offered technical support and troubleshoot issues to enhance office productivity.
- Recorded meeting minutes to provide historical account of actions, measure progress against strategic plan and drive accountability.
- Edited documents to improve accuracy of language, flow and readability.
- Scheduled office meetings and client appointments for staff teams.
- Received and sorted incoming mail and packages to record, dispatch or distribute to correct recipient.
- Training New Employees
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Maintained company handbook to outline policies and provide insights to company mission and values.

Skills

Meeting minutes

Office administration

Process optimization

Writing reports

Customer and client relations

Business administration

Employee training and development
Presentation design
Scheduling
Contract negotiations
Documentation and reporting
Administrative support
Time management
Staff Management
Employee timesheet processing

Education

2015-01 - 2018-05

High Diploma: Human Resources Management

Institute of Public Administration - Saudi

Additional Information

I attended as representative in <https://astepahead.cc/> to talk about our services , such as our company is partnership in this conference .