

Fay Albugami

Administrative Assistant/Executive Secretary

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PROFILE

After I graduated from office administration, I got a experience (for 7 months) in a media production company, I can prepare reports, schedule meetings, respond to messages... These are some of the tasks I learned through my simple experience. I look forward to using my knowledge and experience in one of these roles: Executive secretary, Management assistance, administrative support, office specialist

PROFESSIONAL EXPERIENCE

EXECUTIVE SECRETARY

Idea ideas animation studio / Riyadh
July 2021-January 2022

- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team efficiency.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Open, read, and wrote answers to routine letters.
- Greeted arriving visitors, determined nature and purpose of visit, and directed individuals to appropriate destinations.
- Updated executives on changing business needs by thoroughly documenting internal and client meetings.

PROFESSIONAL SUMMARY

Meticulous Executive Assistant who simultaneously manages multiple domestic and international executive calendars, skilled at multi-tasking and maintaining strong attention to detail, Employs professionalism and superior communication skills to meet client and company needs, efficient with experience enhancing executive productivity and improving business operations, Continuously exceeding expectations for maximising group performance and overseeing efficient calendars, Operating well with minimal supervision to meet demanding objectives.

EDUCATION

Office Management / Diploma
Princess Nora bint
AbdulRahman University
(With an Excellent Grade)
2019 - 2021

KEY SKILLS

Customer service skills



Management skills



Communication skills



Computer skills & Microsoft
Office



Interpersonal skills



Research skills



Language

Arabic



English

