
FAHAD ALASFAR

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PROFESSIONAL SUMMARY

Skilful and dedicated Executive Assistant with extensive experience in coordination and support of daily operational and administrative functions within highly confidential environments and assisting senior level Executives.

WORK HISTORY

Executive Assistant, 07/2018 – Current

Public Investment Fund – Riyadh, Saudi Arabia

- Collaborated with admin teams, human resources and finance department on special projects.
- Coordinated events and conferences, offering support with set-up and resources to guarantee smooth operations.
- Maintained and coordinated executive management meetings and travel schedules.
- Welcomed arriving visitors and directed them to appropriate meeting rooms.
- Managed office inventories, restocking supplies and placing purchase orders to maintain adequate stock levels.
- Maintained databases and filing systems to boost team efficiency.
- Organised catering for meetings, fulfilling dietary needs.
- Responded to emails and other correspondence, facilitating positive communication for enhanced business processes.
- Organised international and domestic travel arrangements, including transportation and hotel stays.

Hospital Assistant, 09/2014 – 06/2018

King Faisal Specialist Hospital – Riyadh, Saudi Arabia

- Served as a rotating Admin Assistant for 40+ various department and divisions across the hospital
- Provided high-quality support to department managers and staff, handling administrative matters including screening calls, managing schedules, consistently maintaining the highest standards of office efficiencies.
- Processed invoices monthly, keep track and monthly record reports
- Detailed accurate meeting minutes, promptly collating and distributing to managers and directors.
- Coordinated travel itineraries within budget for varying schedule needs.
- Organized and coordinated manager conferences involving attendees from outside and inside the hospital.

Secretary, 03/2011 – 04/2013

Fahad Alhammadi & Sons – Riyadh, Saudi Arabia

- Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
- Drafted and distributed professional business letters and email correspondence.
- Generated shipment invoices, prepared packages and set up deliveries for customers.
- Coordinated and updated all company records, maintaining orderly storage for ease of access.
- Compiled client bills and processed payments.
- Offered continuous assistance with photocopying, scanning and basic clerical support to help staff maintain smooth workflow.
- Updated executive diaries with daily appointments, set reminders, and added key details.
- Scanned and uploaded documents into digital filing system.

Secretary, 02/2010 – 03/2011

Herfy Food Company – Riyadh, Saudi Arabia

- Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
- Drafted and distributed professional business letters and email correspondence.
- Generated shipment invoices, prepared packages and set up deliveries for customers.
- Coordinated and updated all company records, maintaining orderly storage for ease of access.
- Compiled client bills and processed payments.
- Offered continuous assistance with photocopying, scanning and basic clerical support to help staff maintain smooth workflow.
- Updated executive diaries with daily appointments, set reminders, and added key details.
- Scanned and uploaded documents into digital filing system.

SKILLS

- Administrative support
- Travel coordination
- Office administration
- Schedule management
- Event planning
- Professional correspondence
- Business writing
- Incoming and outgoing mail management

EDUCATION

Diploma of Higher Education: Executive Secretary Program, 01/2016

Niagara College, King Faisal Specialist Hospital - Riyadh

Diploma of Higher Education: Medical Secretary Program, 09/2014

Niagara College, King Faisal Specialist Hospital - Riyadh

Diploma of Higher Education: Executive Secretary Program, 02/2010

Institute of Public Administration - Riyadh

LANGUAGES

Arabic: Native language

English:  C1

Advanced