

PROFILE

I am a hard-working, motivated and enthusiastic administrative Assistant with a proven track-record in business administration and project management. I always strive to achieve the highest standard possible at any given task and in any situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

EDUCATION

Diploma Degree in Office Management from Jubail Industrial College.
From: 26/11/2013 To: 13/05/2018
GBA: 3.67 /4

EXPERIENCE

Administrative Assistant (internship at General Services and Public Relations Department)
at S-Chem, Jubail Industrial City.
From: 28/01/2018 to: 10/05/2018

My duties were:

- Book travel arrangements.
- Provide general support to visitors.
- Organize and schedule appointments.
- Assist in the preparation of reports.

Administrative Assistant at Bechtel, Jubail Industrial City, Construction Department (PFE Group).
From: 19/05/2019 until: Now

My duties were:

- Assisting my two Managers and my Team.
- Coordinate TS, TQ and FCD Documents.
- Preparing meetings and taking pictures.
- Amending and Uniting the Procedures between Jubail and Yanbu industrial cities using MS Office and Visio.

SKILLS

- Team player.
- Fast learner.
- Good at establishing communication.
- Creative.
- Skilled in Microsoft Office.
- Skilled in Visio.