

# Ghaida Ghazie

## ADMINISTRATOR ASSISTANT

### Summary

Accomplished administrative assistant with experience working in a transportation company. In-depth knowledge of transport operation and practice. Enthusiastic and professional. Strong interpersonal skills and a lifelong focus on supporting others and helping them shine.

### Educational History

#### Imam Abdulrahman Bin Faisal University

Bachelor Degree in Primary Teachers 2017

#### Abha Champers of commerce

Diploma in Business Administration 2018 - 2019

### Work Experience

#### ADMINISTRATOR ASSISTANT

Apr 2019 - present, Khobar

- Conduct day-to-day inquiries coordination, planning, and implementation across multiple teams
- Develop and maintain a filing system.
- Prepare reports and presentations with statistical data.
- Handle client concerns and direct problems to suitable parties.
- Managing obligations to suppliers, customers, and third-party vendors.
- Reconciling financial statements.
- Tracking petty cash.

### Key Skills

Database Management Odoo software  
Skilled in Photoshop, reports.  
Critical thinker and problem-solving skills  
Attention to detail, verbal & written communication



Eastern Province, DMM



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