

HUSSAIN ALQBAA

ADMINISTRATIVE COORDINATOR

Saudi National - Eastern Province KSA

hussain_ipa4@hotmail.com - +966530331830

Experienced Administrative Coordinator with extensive knowledge in office management software. Proven office and personnel management skills, with equal ability in lead and support roles. Competencies include record keeping, secretarial support, customer-oriented tasks .

EXPERIENCE

**ALASALA
EDUACTION &
TRAINING CO.
FEB 2020 – OCT 2020**

ADMINISTRATIVE COORDINATOR

- Prepared letters, reports and other documents
- Provided secretarial support to dean and academic members
- Organized and conduct departmental events
- Coordinated between assigned worker and students
- Handled emails, phone calls

**GULF INTERNATIONAL
BANK.
JUL 2019 – NOV 2019 (Temp contract)**

CONTACT CENTER AGENT

- Provided professional services to clients through channels, video calls, phone calls, Emails, chat
- Worked with CRM system
- Handled customer complaints
- Reported daily cases to contact center head and IT department

**WIPRO LTD.
OCT 2017 – OCT 2018**

FRONT OFFICE ADMINISTRATOR

- Greet and help guests in professional manner
- Provided administrative support
- Established and maintained filing system
- Handled daily mail and courier

EDUCATION

EXECUTIVE SECRETARY, INSTITUTE OF PUBLIC ADMINISTRATION.

Diploma, G.P.A 4.4 OUT OF 5

SKILLS

- Microsoft Office
- Secretarial services
- Scheduling
- Business Communication
- Record Management
- Word Processing (40 wpm)