

Hasina Mohammed Almalki

Executive Assistant – Riyadh

0531506188

Almalki.hasina@gmail.com

Education & Professional Certificates

- **PRINCE2 Agile® Foundation Course** *Nov 2022*
- **Saudi Electronic University (SEU)**
 - Bachelor's Degree in business management *Aug 2021 – undergraduate*
- **Institute of Public Administration (IPA)**
 - Associate Degree in executive secretary *Sep 2018 – Jan 2020*
 - English course (4 levels) *Aug 2017 – May 2018*

Experience

- Executive Assistant for ED of Strategy Dept. & Dept. Coordinator at (*Confidential – Semi Government*) *Feb 2021 – Current*

Duties as EA:

- Being the point of contact for general communications for ED.
- Planning, organizing, and scheduling meetings.
- Handling reports, invoices, and related documents, including sensitive information.
- Providing complete administrative support.
- Support other departments' ED and Senior Advisors.

Duties as Dept. Coordinator:

- Providing complete administrative support for team members on their assigned projects.
- Handling payments and contracting procedures (from client's side) for over 15 projects.
- Planning meetings/ workshops and organizing project logistics.
- Being the point of contact between office and other firms (consultants).

- Administrative Assistant for consulting dept. at Arrab Consulting *Feb 2020- Jan 2021*

Duties as Administrative Assistant:

- Organizing and scheduling meetings for the ED of Consulting dept.
- Following up on payments and contracting procedures (from consultant's side).
- Providing administrative support for all team members.
- Being a point of contact between Consulting dept. and other departments.

Languages: Native in AR – Proficient in EN