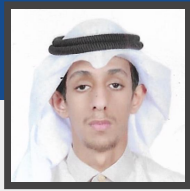


# FAYEZ ALMUTAIRI

Administrative Assistant



📍 Saudi Arabia

🏠 Jeddah , KSA

📞 +966550822768

✉ fa200ez@gmail.com

🎂 30-11-1996

♂ male

## EDUCATION

06-2018 → 10-2020

**Jeddah Int'l Higher Training Inst.**  
Diploma - Accounting

## AREAS OF EXPERTISE

01-2017 → present

**Contracting Office Company Ltd.**  
Administrative Assistant

- Created PowerPoint presentations for business development purposes.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments.

## PERSONAL SKILLS

- ✓ Office administration
- ✓ Time management
- ✓ Records management
- ✓ Writing reports
- ✓ Conference planning
- ✓ Staff Management
- ✓ Office management

## SOFTWARESKILLS

Microsoft Power Point ★★★★★☆☆

Microsoft Word ★★★★★☆☆

Microsoft excel ★★★★★☆☆

## LANGUAGES

Arabic ★★★★★★★

English ★★★★★☆☆

## HOBBIES



Reading



Football



Travel