

MUNERA N. ALBARKHEEL

Saudi Arabia , Riyadh , | 0500858689 | Mulbarkhel@gmail.com

EDUCATION

Jan 2018-Feb 2020 **Diploma: English Language , GPA: 4.5 / 5**
Imam Muhammad Ibn Saud University

SKILLS & ABILITIES

Microsoft Office
Meeting arrangements
Database administration
Filing and data archiving
Workflow planning

EXPERIENCE

- Jan 2021-Apr 2021 **Operations Officer, STC PAY**
- Enhanced operational performance and reduced labor expenses by developing and optimizing standard practices.
 - Handled complaints, provided appropriate solutions and alternatives within appropriate timeframes and followed up to achieve resolution.
- Feb 2022-Feb 2023 **Secretary of the Vice Dean, Vision college**
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
 - Updated spreadsheets and created presentations to support executives and boost team productivity.
 - Transcribed phone messages and relayed to appropriate personnel.
 - Promoted team productivity by keeping supplies organized and well-stocked.
 - Documented and distributed meeting notes to identify, analyze and improve workflows.
 - Managed filing system, entered data and completed other clerical tasks.
 - Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.