

NASSER AL-QAHTANI

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ADMINISTRATIVE ASSISTANT | OFFICE MANAGEMENT

Graduated from Jubail Industrial College with an Associate degree of science in the field of Office Management, a highly responsible, hardworking, trustworthy, and professional person, a quick learner who can create creative ideas and can handle the difficult tasks. Enthusiastic to find a new challenge at a reputable institution, where I can employ my leadership, communication, management, planning and strategic skills. Looking ahead to pursue the organization's mission, vision, and goals.

EXPERIENCE

NOVEMBER 2020 – NOVEMBER 2021

Administrative Assistant, CHARITABLE SOCIETY FOR THE MEMORIZATION OF THE NOBLE QUR'AN IN JUBAIL

- Analyze financial data and prepare monthly reports.
- Defining strategic objectives for the financial resource's development department, setting performance indicators and working to improve and achieve them.
- Writing letters to government agencies and companies and communicating with them in order to provide them with the necessary requirements as well as requesting financial support.

EDUCATION

JUNE 2016 – JUNE 2020

an Associate degree of science in the field of Office Management,
JUBAIL INDUSTRIAL COLLEGE

GPA 2.8\4

SKILLS

- Data Analysis
- Time Management
- Transferable
- Microsoft Office (Word, Excel and PowerPoint)
- Teamwork
- Problem Solving

TRAINING & CERTIFICATIONS

- Excel skills and database creation
- Administrative coordination
- Negotiation art
- Creative thinking skills