



Raed Almoghamsi

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Al-Faysaliah – Jeddah

LANGUAGES

- Arabic
- English

HOBBIES

- Reading.
- Travelling.
- Sports.

SUMMARY

With over 16 years of experience in management, secretarial, support services, and customer services, I look forward to getting a job that will enable me to apply my most significant experience in this field in a challenging work environment to achieve the goals.

EXPERIENCE

Responsible Of Editing & Typing Unit | Feb 2019 – Present University Of Jeddah, SA



- Responsible for editing, checking and typing all letters and decisions issued by the Vice President's Office.
- Preparing and developing forms and schedules for the Vice President's office.
- Observing professional rules in editing and general administration correspondences.

Sr. Administrative Officer | Nov 2013 - Feb 2019 Raytheon Technologies, SA



- Follow up on the attendance and departure of employees contracting with the Air Defense.
- Make a monthly invoice for attendance and departure (man / month) and send it to the Air Defense Projects Department for signature.
- Processing and submitting leave requests for our employees to the Air Defense contracts section and follow up until it's signed.
- Processing and dispatching candidates to the Air Defense contracts section.

Administrative Assistant | Jun 2005 – Aug 2013 Riyad Bank – Corporate Banking Division / WR, SA



- Providing administrative and office support.
- Save documents and arrange files.
- Preparing letters and correspondence.
- Scheduling vacations for our department employees.
- Coordination of management meetings.
- Provide customers with their balances.
- Follow up, review and audit customer facilities documents.

EDUCATION

Diploma of: Executive Secretary | 2005

Institute Of Public Administration, SA

SKILL HIGHLIGHTS

- Secretarial.
- Editing & Typing Letters.
- Keyboard touch speed.
- Customer service.

COURSES

- Excel intermediate & advanced.** (2016) Integrated for Training.
- Financial Accounting -1.** (2013) The Institute of Banking.
- Introduction to Bank Lending.** (2012) The Institute of Banking.
- Writing and reporting skills.** (2009) Al-Tawail Training Center.
- Time management.** (2009) The Institute of Banking.
- Modern techs in org files and doc.** (2009) Al-Tawail Training Center.
- English course.** (2003) Saudi Arabia Airlines.