



Khaled Almutairi

 khaled966669@gmail.com

 +966583701118

 [linkedin.com/in/khaled-almutairi-454038204](https://www.linkedin.com/in/khaled-almutairi-454038204)

Summary

Versatile Administrative Professional well versed in Presentation, Documentation, Goal-Planning, and Facility Reports and looking to leverage the practical experience.

Experience

Administrative Assistant

McDonald's

Jan 2021 - Present (3 months +)

- Loading, transporting and delivering Orders to clients in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.

Event Coordinator

Golden Events Co.

Dec 2019 - Mar 2020 (4 months)

- Ensured high levels of customer service and satisfaction.
- Maintained close coordination, communicated regularly with visitors and, managed crowds.

Office Administrative Assistant

Khidmah Industrial Services

Jan 2018 - Nov 2019 (1 year 11 months)

- Handled routine and advanced duties for other professionals.
- Organized files, created correspondence, prepared reports and documents, managed calendars to scheduled appointments, sort mail, prepare invoices and offer general staff support.

Education

Technical and Vocational Training Corporation

Diploma of Education, Office Essentials and the Secretary

2016 - 2017

Abdalyah Scondary School

2010 - 2013

Skills

Microsoft Office • Communication • Goal Seek • Customer Service • Teamwork • Customer Relationship Management (CRM)