

# Abdullah Alsahli

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## LINKS

[Linkedin](#)

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## PROFILE

During my 13 years of experience with different roles in various industries, I have developed a wide range of skills that have allowed me to manage various administrative tasks effectively. I have gained extensive experience in managing scheduling, travel arrangements, meeting coordination, and document preparation. Additionally, I am adept at multitasking and prioritizing tasks to ensure efficient office operations. My strong communication skills and ability to work well under pressure have also been instrumental in my success. Overall, my extensive experience makes me a valuable asset to any company seeking an experienced administrative assistant.

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## EMPLOYMENT HISTORY

Aug 2020 — Present	<b>Projects Coordinator, Abdullah Ibrahim Al Sayegh And Sons Company</b>	Riyadh
	As a project coordinator, I have gained a wealth of experience in managing and overseeing various projects from conception to completion. I have been responsible for ensuring that all aspects of a project are implemented in a timely and efficient manner while maintaining quality and adhering to budget constraints and timelines.	
May 2012 — Feb 2021	<b>Administrative Assistant, Ministry Of Islamic Affairs, Dawah and Guidance</b>	Riyadh
	As an Administrative Assistant at the Ministry of Islamic Affairs, I have accumulated eight years of valuable experience. During this time, I have been responsible for undertaking a wide variety of tasks that support the efficient operation of the Ministry.	
	One of my most important responsibilities has been to provide administrative support to senior officials and staff members at the Ministry. This includes scheduling appointments, organizing meetings, and managing correspondence on their behalf. I have also been responsible for maintaining accurate and up-to-date records related to the Ministry's activities, including meeting minutes and financial reports.	
Jan 2019 — Jan 2020	<b>Support Specialist, SAB</b>	Riyadh
Jan 2018 — Jan 2019	<b>Support Specialist, Bank Albilad</b>	Riyadh
Apr 2016 — Aug 2016	<b>Intern, Al Rajhi Bank</b>	

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## EDUCATION

Mar 2012 — Mar 2016	<b>Diploma in Business Administration in Banking, Imam Muhammad ibn Saud Islamic University</b>	Riyadh
	A Diploma graduate in Business Administration with a specialization in Banking, who has completed a two-year program focused on the core principles and practices of business administration and their application within the banking industry. Throughout my studies, I have gained knowledge in areas such as financial accounting, economics, management, marketing, and communication.	
	Moreover, I have also developed a practical understanding of several key banking concepts, including credit risk analysis, financial statement analysis, loan structuring, and cash flow management.	

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## SKILLS

Fast Learner	Expert	Effective Time Management	Expert
Computer Skills	Expert		

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## LANGUAGES

Arabic	Native speaker	English	Highly proficient
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## REFERENCES

References available upon request