

CAREER OBJECTIVE

Highly energized individual with an appetite to learn and evolve, aiming to secure a responsible career opportunity in Riyadh to fully utilize my knowledge and to make use of my interpersonal skills, while making a significant contribution to the success of the company.

ACADEMIC EDUCATION

Arab Open University

B.S. Information Technology

Dammam, Saudi Arabia

Jan 2010 – Dec 2015

WORK EXPERIENCE

Executive Assistant

Studio Banat

Dammam, Saudi Arabia

Oct 2018 – Apr 2019

- Create and update records and databases with personnel, financial and other data.
- Coordinated all procurement activities worldwide including capital equipment purchases, services and products.
- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Assist colleagues whenever necessary especially budgeting and bookkeeping procedures.

Administrator

Deals Land

Alkhober, Saudi Arabia

Sep 2017 – Sep 2018

- Created and regularly updated/maintained organization reports and charts.
- Recorded the minutes of weekly board meetings and shared the minutes with officers and members.
- Handled all administrative tasks: scheduled travel arrangements, interviews, meetings, answered inquires and records filing.
- Effectively managed direct reports; prioritized tasks, processed weekly payroll sign-off and completed annual evaluations.

Technical Support Specialist

Arab Open University

Dammam, Saudi Arabia

Sep 2017 – Sep 2018

- Complete detailed reports listing requests for technical assistance, steps taken to resolve issues.
- Maintain a working log detailing all required system updates, as well as the date of completion.
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults.
- Install and configure computer hardware operating systems and applications.

SKILLS & INTERESTS

- Familiarity with office management procedures and basic accounting principles.
- Excellent knowledge of MS Office, office management software and other ERPs.
- Focused, dependable, multi-task oriented, positive, able to adapt effectively to challenging and emergency situations.
- Maintain a good relationship on various accounts levels to uncovering incremental opportunities and future collaboration.

COURSES

Python Basics for Data Science - Edx

August 2020

Analyzing Data with Python - Edx

March 2020