

Eid Almutair

Administrative Manager

Address Riyadh Saudi Arabia

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Knowledgeable Administrative Manager uses operational experience to inform strategic guidance. Coordinates ideal organizational outcomes by analyzing existing processes and developing tangible system improvements. Driven problem solver handles multiple tasks and projects simultaneously.

Work History

2023-01 -
Current

Administrative Manager

Almaha Optical, Riyadh

- Oversee daily administrative operations, ensuring the smooth functioning of the organization.
- Develop and implement efficient office policies and procedures to improve productivity and streamline processes.
- Manage and maintain employee records, including attendance, leave, and performance evaluations.
- Coordinate with department heads to establish and monitor budgetary allocations, ensuring cost-effective allocation of resources.
- Supervise administrative staff, providing guidance, training, and performance feedback to support professional development

2019-03 -
2022-12

Sales Specialist

Almaha Optical, Riyadh

- Established and maintained relationships with clients, identifying their needs and providing tailored solutions.
- Conducted regular product demonstrations and presentations to clients, showcasing the features and benefits of our optical products.
- Met and exceeded sales targets by pursuing new leads, upselling, and cross-selling products and services.
- Collaborated with the marketing team to develop and implement promotional activities, campaigns, and materials to drive sales and brand awareness.



Education

Bachelor's: Media - Public Relations

King Saud University - Riyadh, Saudi Arabia



Training

- Cooperative Training - Princess Nourah Bint Abdul Rahman University - 6-month duration



Skills

Policy and procedure modification
Documentation and control
Budgeting
Office management
Relationship building
Office administration
Contract negotiations



Languages

Arabic

English

