

HATEM ALRASHED

COMMUNICATION & MARKETING SPECIALIST

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Riyadh, KSA

OBJECTIVE

A HARD WORKING, AMBITIOUS AND PROFESSIONAL TEAM-WORKER WHO HAVE BUILT AN EXTENSIVE EXPERIENCE WITH TRANSFERABLE SKILLS WHICH MAKES ME MEET AND EXCEED EVERY EXPECTATION AT EVERY INTERACTION. LOOKING TO APPLY COMMUNICATION, COMPREHENSION AND SCHEDULING SKILLS AT LARGER FIRM.

EXPERIENCE

01\2023 – PRESENT

[TAMHEER] [PROJECT SPECIALIST] [ONE COMPANY]

مركز الوطني لنظم الموارد الحكومية

- ANALYZING ACTIVITIES
- CREATE PROJECT SCHEDULES.
- SCHEDULE MEETINGS
- PREPARING PROGRAM'S OUTLINE
- ARRANGING PROCEDURES
- IMPROVING WORK METHODS
- PREPARING DOCS AND REPORT

11\2019 - 03\2022

[Samba Financial Group] [Office Assistance]

- ENSURING THE OFFICE RUNS SMOOTHLY.
- ORGANIZE OFFICE AND ASSIST ASSOCIATES IN WAYS THAT OPTIMIZE PROCEDURES
- OVERSEEING CLERICAL TASKS, SUCH AS SORTING AND SENDING MAIL.
- MAINTAINING FILES.
- COORDINATE WITH OTHER DEPARTMENTS TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES
- SCHEDULE AND PLAN MEETINGS AND APPOINTMENTS

10\2018 - 10\2019

[UNIMAC COMPANY] [ATTORNEY ASSISTANCE]

- PROVIDE ADMINISTRATIVE SUPPORT TO LAWYER AND ENHANCE OFFICE EFFECTIVENESS.
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EDUCATION

UNIVERSITY OF MICHIGAN

MICHIGAN, FLINT

USA

KEY SKILLS

- MICROSOFT OFFICE
- OPERATIONAL EXCELLENCE
- ORGANIZATION SKILLS
- OFFICE SUPPORTS
- LEADERSHIP