

Contact

0567316677 (Work)
Sarii.albalawii@gmail.com

www.linkedin.com/in/sari-
albalawi-117012199 (LinkedIn)

Top Skills

Public Administration
Microsoft Office
Time Management

Languages

English (Professional Working)
Arabic (Native or Bilingual)

Certifications

Public utilities department
Managements reporting and
documents archiving
Executive secretary
HR management

Sari Albalawi

| Administrator | Administrative assistant
Riyadh

Experience

Saudi Electricity Company
Communications Specialist
Aug 2022 - Present
Riyadh, Saudi Arabia

Aces Arab company
Office Administrator
January 2022 - May 2022 (5 months)
Saudi Arabia

Apparel Group
Sales Administrator
May 2021 - December 2021 (8 months)
Jeddah, Makkah, Saudi Arabia

Golden Apple
Administrative Assistant
June 2018 - March 2021 (2 years 10 months)
Jeddah, Makkah, Saudi Arabia

Education

King AbdulAziz University
Bachelor's degree, English and linguistics · (2016 - 2019)