



CAREER OBJECTIVE:

Job objective : A professional in the administrative field with more than 5 years of experience in carrying out administrative support tasks. I am looking for an administrative job in a professional, positive and challenging work environment. I have a great deal of computer skills, intelligent communication with the work team, and the ability to solve problems.

Experiences:

Administrative Assistant

Work in Bin Zoma Group for International Trade and Development Lt (General Management) From 2021 To now.

the mission of the job:

- * Works in preparing contracts for the Ministry of Municipal Rural Affairs and Housing.
- * , writing letters administrative directives
- * working on PowerPoint Word
- * Work on attestation from the Chambers of Commerce, on data entr
- * filing. As well as the receipt vouchers
- * entering them into the system (arithmetic operations).
- * I have the ability in the field of marketing in various departments of the company (commercial marketing, real estate marketing)

Personnel(Affairs Specialist)

Worked for 4 years at Abdul Rahman Mansour Trading Est

Mission :

- * payroll specialist,
- * Work on the presence and absence of employees.
- * Work to motivate employees
- * work in an environment conducive to work AND development.
- * Work on performance appraisal of employees.
- * Working on directing and guiding employees.
- * Work in the management of employee benefits including vacations financial due\$ General supervision .

LANGUAGES:

Arabic Language: ★★★★★

English Language: ★★★★★

TRANING COURSES:

English conversation course from the Institute (MTI) accredited by the Ministry of Education.

Computer Basics Course for Office Work (Towards Success Training Institute) accredited by the Ministry of Education.

Management basics course.

Effective Negotiation Skills and Administrative Empowerment Course (Arab Gate Institute for Specialized Training with International Standards)

The Saudi labor market cycle.

Government final accounts course (Institute of Public Administration).

The use of artificial intelligence to manage human resources.

Professional Compass Course.

A course on the basics, software and maintenance of mobile phones (trained by Ola) approved by the Ministry of Education.

Recruitment and selection course (Institute of Public Administration).

Swimming training course from (Al Jazeera Youth Center) approved by the Ministry of Youth and Sports

PERSONAL SKILLS:

- * Working with the team
- * Communicate with others
- * Work under stress
- * Time management
- * Creative thinking
- * Decision making
- * Multi tasking
- * Team leadership
- * Problem solving
- * work in office programs.

