Full Name

Executive Secretary

Detail-oriented and organized Executive Secretary with over 5 years of experience supporting senior executives and managing administrative functions efficiently. Skilled in scheduling, preparing documents, handling confidential files, and communicating with internal and external stakeholders. Looking to contribute to a dynamic work environment with strong administrative support and organizational expertise

Executive Secretary – [Company Name]
[Location] | [Month/Year – Present]

- Manage executive calendars, arrange meetings, and coordinate travel logistics.
- Draft, edit, and proofread official correspondence and reports.
- Maintain filing systems (digital and physical) and monitor sensitive documents.
- Act as a communication link between senior management and internal departments

Administrative Assistant – [Company Name]
[Location] | [Month/Year – Month/Year]

- Provided administrative support to the office and assisted department heads.
- Prepared presentations and organized company meetings and events.
- Managed office inventory, supplies, and procurement follow-ups.
- Supported daily administrative tasks and handled basic HR coordination.

- **Executive Office Management** – [Provider] – [Year]
- **Effective Business Communication** – Coursera – [Year]
- **Microsoft Excel for Professionals** – Udemy – [Year]

Bachelor's Degree in Business Administration

[University Name] – [City, Country]

Graduation Year: [20XX] | GPA: [if applicable]

- Calendar and Email Management
- Document Preparation & Editing
- Office Administration
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Excellent Communication
- Confidentiality and Discretion
- Time Management & Prioritization
- Bilingual Communication (Arabic & English)