

First name NAME

Age

Address

City - Country

Phone : xxxxxxxxxxxxxxxxx

E-mail : xxxxxxxxxxxxxx@xxx.com

**Administrative Manager****EDUCATION**

- Bachelor's Degree in Business Administration – King Saud University – Riyadh – 2010
- Diploma in Human Resources – Institute of Public Administration – 2012

Certifications & Training

- Project Management Professional (PMP) – Project Management Institute – 2021
- Advanced Certificate in Human Resources – CIPD – 2019

WORK EXPERIENCE**Administrative Manager – Al Rajhi Investment Company (2018 – Present – Riyadh)**

- Supervise daily administrative operations and develop work systems.
- Lead a team of 25 employees, achieving a 20% increase in productivity.
- Ensure compliance with Saudi labor laws and Ministry of Human Resources policies.

Administrative Affairs Manager – Al Hokair Group (2014 – 2018 – Jeddah)

- Developed internal policies in line with Saudi labor regulations.
- Managed procurement and inventory, reducing costs by 15%.
- Enhanced interdepartmental communication, improving workflow efficiency.

Administrative Supervisor – SABIC (2011 – 2014 – Jubail)

- Oversaw employee affairs, contract management, and social insurance procedures.
- Organized team schedules, ensuring timely project completion.

Skills

- Strategic Planning
 - Team Leadership
 - ~~Policy Development~~
 - Negotiation & Problem-Solving
 - Time Management & Task Organization
 - Proficient in Microsoft Office & ERP Systems
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FORMACIONES ADICIONALES E INTERESES
