



+966 5xxxxxxxx



Your name@email.com



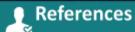
Riyadh, Saudi Arabia

# SKILL HIGHLIGHTS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Calendar and meeting coordination
- Time management
- Verbal and written communication
- Filing and documentation
- Multitasking under pressure

# Aർ LANGUAGES

- Arabic Native
- English Fluent
- German Very good



Available upon request

# **FULL NAME**

#### SUMMARY

Detail-oriented and organized Administrative Assistant with 3+ years of experience in office support, scheduling, documentation, and customer service. Adept at managing day-to-day operations, handling confidential documents, and supporting executive teams with professionalism and efficiency.



## **EXPERIENCE**

## Administrative Assistant | Jan 2022 - Present Company Name, Riyadh

- Managed office supplies and procurement.
- Scheduled meetings and organized travel for executives.
- Maintained filing systems (both digital and physical).
- Handled incoming calls and correspondence.

## Office Clerk (Internship) | Jun 2021 – Dec 2021 Future Vision, Riyadh

- Assisted in preparing invoices and reports.
- Entered data into company systems accurately.
- Supported HR team with onboarding files.

# S EDUCATION

#### Bachelor's Degree in Business Administration

King Saud University, Riyadh

Graduated: 2020

## COURSES

- Office Administration & Procedures Coursera (2023)
- Effective Business Communication Udemy (2023)
- Microsoft Excel for Office Professionals LinkedIn Learning
- Time Management & Productivity Alison (2022)
- Introduction to Human Resources Management edX (2021)