



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.



+966 5xxxxxxx



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



LANGUAGES

- Arabic – Native
- English – Fluent
- German – Very good



References

- Available upon request



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.



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 (2022)
- Time Management & Productivity – Alison (2022)
- Introduction to Human Resources Management – edX (2021)