

SAUD ALFARISS

ADMINISTRATIVE ASSISTANT



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📍 Riyadh

PROFILE

I am a qualified and professional Administrative Assistant with eight years of experience in administration assistant with top management positions.

SKILLS

- Team Work
- Creative Thinking
- Office 365 Literacy
- Multitasking
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

EXPERIENCE

2015 - Present

ADMINISTRATIVE ASSISTANT

King Saud Bin Abdulaziz for Health Science

- Schedule meetings, committee and events
- Assist Dean, Associate Dean, and Managers with project tasks.
- Supervise staff and new employees
- Coordinate with other departments.
- Coordinate with companies (Such as for catering, logistics)
- Maintain and update department schedules.
- Maintain staff attendance records and leave.
- Organize and track incoming and outgoing documents and file.
- Implement administrative procedure and policy.
- Record and prepare meetings minutes.
- Prepare Arabic and English memorandums.
- Translate memorandums and meeting minutes.
- Coordinate events and training sessions.
- Prepare monthly and annual department reports.
- Prepare annual budget.
- Prepare annual department requirements.

EDUCATION

SECONDARY SCHOOL

Manarat International 2007 - 2009

BACHELOR OF HEALTH SCIENCE

Massey University 2011 - 2014

COURSES

- Basics of Management
- Digital Transformation
- Microsoft Outlook
- Creative Thinking Skills
- Development of Administrative Procedures and Forms
- Leading Change
- Microsoft Excel
- Microsoft Word
- Microsoft Power Point