

HADEEL SALAMA

EXECUTIVE ASSISTANT

Objective

A proactive bilingual professional with exceptional multi-tasking and organisational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with C-Level executives. A reliable individual with an excellent capacity for multitasking and process improvement. Currently seeking a position that will offer an opportunity for continued personal growth. Based in the UK and would be open to relocate for the right opportunity

Experience

Executive Assistant (Riyadh/London)

Feb 2020 - Present

UHNW Family Office - Confidential

Executive & Personal Support

- Provided seamless support to the Principal and family across the UK and KSA.
- Intensive diary management, coordinating complex schedules across multiple time zones.
- Streamlined communication, scheduling, and correspondence for efficiency.
- Led key projects, tracking progress and ensuring timely completion.
- Prioritised high-value tasks, emails, and calls to optimise the Principal's time.
- Improved workflow with a structured task management system.

Property & Asset Management

- Oversaw high-value properties, ensuring renovations stayed on schedule and within budget.
- Built strong relationships with contractors, landlords, and legal professionals.
- Assisted in optimising the Principal's investment portfolio.

Legal, Event & Travel Coordination

- Handled legal cases and correspondence with full regulatory compliance.
- Organized 20+ high-profile events and meetings.
- Managed all aspects of extensive travel arrangements, including visas, flights, and accommodations, ensuring seamless international trips.

Household & Personal Management

- Managed household staff, ensuring high service standards.
- Provided precise English-Arabic translations for clear communication.
- Oversaw luxury wardrobe and personal shopping.
- Managed private appointments and lifestyle arrangements.
- Handled a variety of personal and professional errands efficiently.
- Travelled frequently between Riyadh and London

Contact

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☎ +44 7342 977951

📍 UK | Open to relocation

Education

BA (Hons) Graphic
Communication Design
University of Westminster
2016 - 2020

HND Graphic Design
Ealing College
2015 - 2016

A-Levels
Regents College
2013 - 2015

GCSE's
Bentley Wood High School
2011 - 2013

Languages

English

Arabic

Experience

Executive Assistant / Office Manager

Jan 2018 - Jan 2020

Omnia Holdings

Executive & Operations Management

- Prioritised and managed the CEO's schedule, ensuring optimal time use and visibility.
- Handled complex calendar management, coordinating meetings, appointments, and deadlines.
- Served as the primary point of contact, managing calls, emails, and correspondence for seamless communication.
- Maintained both electronic and physical filing systems for efficient document retrieval.
- Attended meetings with the CEO, preparing and organising all relevant materials.

Property & Office Management

- Oversaw property portfolios, managing procurement, rentals, and acquisitions.
- Searched for new property listings, attended viewings, and provided detailed reports.
- Coordinated with landlords, solicitors, and brokers to facilitate smooth transactions.
- Managed operations across four London offices, ensuring daily efficiency and supply availability.
- Updated and maintained the property database with essential records and tenant details.

Financial & Project Oversight

- Led and managed projects, ensuring clear communication and timely completion.
- Performed basic bookkeeping and payroll tasks using Xero, managing expenses and financial records.
- Oversaw contractors, ensuring adherence to schedules, budgets, and quality standards.

Personal Assistant

May 2016 - Oct 2017

Management Consultants For You

Administrative & Office Management

- Scheduled and coordinated meetings, managed agendas, and handled logistics.
- Recorded and distributed meeting notes promptly for efficient follow-ups.
- Managed sensitive data in compliance with company security protocols.
- Handled legal document filing, scanning, copying, and email correspondence.

CRM & Financial Administration

- Maintained and updated customer relationship management (CRM) data.
- Managed multiple calendars and email accounts for seamless coordination.
- Processed invoices, prepared quotations, and managed expense reports.

Hard Skills

- Microsoft Office Suite
- Xero
- Windows and Mac OS
- Google Suite
- Adobe
- CRM Database
- Sage
- Project Management
- Calender and diary management
- Document management
- Travel coordination
- Event planning
- Software proficiency

Soft Skills

- Reliability
- Pro-activity
- Communication
- Attention to detail
- Time management
- Decision making
- Negotiation
- Team management
- Adaptability
- Discretion
- Responsibility
- Taking initiative
- Problem solving
- Confidence
- Emotional intelligence
- Social and people skills
- Customer service

