

SAUD ALMUHITHEEF

Senior Executive Assistant

CONTACT

+966 59 011 0861

saud123610@gmail.com

SUMMARY

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen, I have a desire to employ my flexible behavior to an office that needs a receptionist with the required skills, experience and behavior.

SKILLS

- Operating Computer
- Event Planning
- Communication
- Calendar Management
- Time Management
- Customer Service
- Advanced ability to use Microsoft Office and Excel

EDUCATION

IMAM MOHAMMAD IBN SAUD UNIVERSITY

Bachelor of Social Service

Graduation year: 2024

WORK EXPERIENCE

Senior Executive Assistant

DR. SULAIMAN AL HABIB HOSPITAL (2018 – NOW)

- Executive assistant, under junior supervision and acting on own initiative
- Responsible for gathering, assembling and analyzing information and data from a wide variety of sources
- Receptionist, Administrative and Executive Assistant