

# Afaf Alqahtani

Riyadh , Saudi Arabia | Afaf.35790@gmail.com | 0507445891

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## CAREER OBJECTIVE

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An organized and results-oriented individual. I am looking forward to working in a managerial position in a leading organization characterized by a supportive and positive work environment to be able, as much as possible, to apply my knowledge and skills in the field of business administration in order to contribute to the development of the organization

## EXPERIENCE

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**Administrative Assistant in the Finance Department** (Coop training) **Dec2022 to Mar2023**

Tawasal Association Of Assistive Technology For People With Disability

- Preparing lists of the association's products
- stock counting and Inventory exchange
- Work on SMACC system
- Processing daily mail ,circulars, administrative documents, transaction reports, management notes and letters
- Preparing financial files for all quarters of the year
- Proposing a model of policies and procedures for the inventory system

## EDUCATION

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**Bachelor of Business Administration**

Imam Mohammad Ibn Saud Islamic University  
GPA 4.99

## TRAINING & CERTIFICATION

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|---|---------------------------|
| • Exel  | Doroob program            |
| • Digital Transformation and Entrepreneurship | Ministry of communication |
| • Types of insurance                          | Doroob program            |
| • Executive secretary                         | Successful ways academy   |
| • Volunteer work                              | Imam university           |
| • Professional identity                       | HDAF                      |

## SKILLS

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- Proficiency in using a computer and Microsoft office
- Communication skills
- flexibility at work
- working within team
- Organization and time management skills

## LANGUAGES

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Arabic , native                      English, intermediate