

Sultan Turki Alharbi

Administrative Assistant

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SUMMARY

I am an organized and detail-oriented professional with a Diploma in Office Management and experience in administrative and quality management roles. I have expertise in document management, calendar coordination, and workflow optimization, along with strong analytical and communication skills. My background includes supporting quality assurance processes and managing administrative tasks efficiently. I thrive in collaborative environments, ensuring smooth operations and continuous improvement.

EXPERIENCE

Al-Thawb Al-Abyad Company | Saudi Arabia

General Administrative Clerk | March 2021 – February 2022.

- Managed and organized company documents and ensured proper archiving.
- Coordinated schedules and maintained accurate records of appointments and meetings.
- Assisted in drafting and proofreading official correspondence and reports.
- Handled incoming and outgoing communications efficiently, ensuring timely responses.
- Monitored office supplies and managed procurement processes.

King Saud University - University Agency for Projects (Quality Management) | Saudi Arabia

Training | May 2021 – August 2021.

- Conducted quality assessments and prepared evaluation reports.
- Supported the development of quality assurance protocols and procedures.
- Assisted in analyzing project performance data to identify areas for improvement.
- Collaborated with teams to ensure compliance with quality standards.
- Prepared presentations summarizing quality review findings and recommendations.

EDUCATION

Technical and Vocational Training Corporation | Saudi Arabia

Diploma in Office Management | GPA 4.6 / 5 | September 2019 – August 2021.

- Maintained organized filing systems for office records and documentation.
- Prepared detailed reports and summaries for management review.
- Oversaw day-to-day administrative operations, ensuring a smooth workflow.
- Scheduled meetings and coordinated logistics for corporate events.
- Assisted in implementing office procedures and improving efficiency.

OTHER

● **Technical Skills:**

- Document Management.
- Calendar Management.
- Data Entry.
- Office Organization.
- Project Management.
- Meeting Preparation.
- Expense Reporting.
- Workflow Optimization.
- Microsoft Office.

● **Soft skills:**

- Communication Skills.
- Problem-Solving Skills.
- Attention to Detail.
- Interpersonal Skills.
- Time-Management.
- Analytical thinking.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● **Languages:** Arabic, English.