

Saud Jazi Al-Baqami

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Professional Summary:

Administrative specialist seeking to build a stable career path in work environments that rely on precise organization of office operations and task flow. Administrative experience extending over a year in areas such as interdepartmental coordination, document organization, and data management using digital tools. Daily responsibilities were carried out within diverse teams across local and international companies, with full adherence to formal office requirements. Previous experience contributed to developing the ability to prepare reports, follow up on daily administrative procedures, and effectively use Microsoft Office programs and email systems. The current goal is to join an administrative team that provides a supportive environment for growth, with the opportunity to apply acquired skills to enhance work quality and streamline operations.

Education:

- High School Certificate | 2019

Professional Experience:

General Administrative Clerk | Al-Meem United Company | Riyadh | February 2022 – August 2022

- Organized and recorded administrative data accurately
- Prepared official reports and documents
- Coordinated between departments to ensure smooth operations
- Responded to internal and external inquiries
- Tracked administrative tasks and updated records

Administrative Assistant | Salini Arabia Saudi United Company | Riyadh | February 2020 – December 2020

- Supported the administrative team in managing schedules
- Organized meetings and prepared minutes
- Handled official correspondence and client communication
- Updated internal databases
- Assisted in preparing documents and presentations

Training Courses:

- Applied Computer Diploma | King Saud University - Training and Community Service Center | Riyadh | September 2019 | 120 hours

Skills:

Personal Skills:

- Team collaboration
- Group coordination
- Commitment and discipline
- Quick learning
- Adaptability to work environment
- Ambition and self-development

Professional Skills:

- Time management
- Task organization
- Effective communication
- Problem-solving
- Report preparation
- Procedure follow-up

Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace tools (e.g., Spreadsheets)
- Computer proficiency
- Data entry
- Database management
- Email management

Languages:

- Arabic: Native
- English: Intermediate proficiency