

# LAYAN ALQUDAIRY

Administrative Officer

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## PROFESSIONAL SUMMARY

Motivated and detail-oriented graduate with a Bachelor's degree in Early Childhood Education and hands-on experience in administrative work. Skilled in project coordination, time management, and effective communication. Eager to transition into a dynamic administrative or operations role where I can contribute to organizational success and continue to grow professionally.

## EDUCATION

Princess Nora bint Abdulrahman University

Bachelor of Early Childhood Education — 2023

Graduated with First-Class Honors | GPA: 4.89 / 5.0

## WORK EXPERIENCE

Administrative Officer | Ma'arif for Education and Training | Aug 2023 – Jul 2025

- Maintained organized filing systems and ensured accurate documentation.
- Managed calendars and scheduled appointments to optimize time and resources.
- Implemented administrative systems to streamline daily operations.
- Coordinated meetings and supported internal communications.
- Assisted in planning and organizing internal activities and events.

## TRAINING COURSES

- Effective Customer Communication
- Fundamentals of Financial Accounting
- Career Planning and Development

## SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Time Management
- Project Coordination
- Teamwork
- Effective Communication
- Basic IT and Computer Skills

## VOLUNTEER EXPERIENCE

- Organized entertainment programs for children at the Oasis Center.
- Volunteered with the Charity Committee for Orphans' Care.
- Member of the Childhood Club at Princess Nora University.
- Participated in organizing awareness events and university campaigns.

## LANGUAGES

- Arabic
- English