

# AMER ABDULKARIM ALMUTAIRI

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## **SUMMARY**

Detail-oriented and results-driven Administrative Support Specialist with over 10 years of progressive experience supporting government and private sector operations in administration, data management, safety, and event coordination. Proven track record in implementing data quality frameworks, streamlining administrative processes, and ensuring regulatory compliance. Recognized for developing efficient reporting tools and leading process improvements in cross-functional environments. Adept at fostering collaboration between departments and liaising with government entities to ensure seamless operations.

## **EDUCATION**

### **Diploma of Public Administration**

King Abdulaziz University (GPA: 4.05/5.00 Very Good) ...

## **CERTIFICATIONS**

### **Diploma of Applied Computer (6 Months)**

Grade: 92% Excellent

### **Ministry of Human Resources and Social Development**

Passed the Electrical Technician Test (Grade: 92% Excellent)

## **WORK EXPERIENCE**

### **Data Quality and Administrative Specialist**

**Feb 2023 – Jul 2024**

#### **Khalid Alahmadi Company, Ministry of Environment, Water, and Agriculture**

- Develop and implement data quality policies and frameworks to ensure the accuracy, consistency, and reliability.
- Collect, cleanse, and validate data from various sources, ensuring compliance with MEWA's standards.
- Maintain detailed records of budget estimates, obligations, and available balances; participate in the consolidation of budget proposals; and prepare financial data for budget estimates and financial planning.
- Inventory and Asset Management: Maintain local inventory records, ensuring proper recording, maintenance, and safeguarding of assets.
- Ensure all transactions and client interactions comply with MEWA's policies and regulatory requirements, maintaining a filing system of administrative and financial documents.
- Collaborate with internal teams to ensure seamless service delivery and client satisfaction, acting as a liaison between clients and various departments to address and resolve issues efficiently.

### **Safety and Administrative Supervisor**

**Feb 2022 – Feb 2023**

#### **Tabuk Investment and Tourism Company, Royal Commission of Al Ula**

- Develop and implement safety policies and procedures in compliance with standards to ensure a safe working environment.
- Conduct regular safety audits and risk assessments to identify potential hazards and implement corrective actions.
- Develop and maintain emergency response plans, and coordinate drills to ensure readiness for potential incidents.
- Oversee the reporting and investigation of accidents and incidents, ensuring proper documentation and follow-up actions.
- Manage administrative functions, including record-keeping, report preparation, and coordination with relevant departments.

### **Administrative Assistant**

**May 2018 – Jul 2021**

#### **Al Faseel Contracting Ltd., Saudi Electricity Company**

- Manage daily administrative tasks to ensure smooth office operations.
- Schedule and coordinate meetings, prepare agendas, and record accurate minutes to facilitate effective communication.
- Monitor and manage office supplies inventory, placing orders as needed to prevent shortages and ensure availability of necessary materials.
- Input data accurately into company systems and generate reports as required to support departmental functions.
- Act as a point of contact between departments, facilitating communication to achieve organizational goals.

### **Administrative Assistant**

**Apr 2013 – Dec 2017**

#### **Pan Kingdom Power Co. Ltd. (PPCO), Saudi Electricity Company**

- Organize and maintain accurate records of invoices, contracts, and correspondence, ensuring easy retrieval and compliance with company policies.
- Collect, review, and file electricity bills, maintaining accurate records for auditing and budgeting purposes.
- Input data accurately into company systems and generate reports as required to support departmental functions.
- Act as a point of contact between departments, facilitating communication to achieve organizational goals.

## **ACHIEVEMENTS**

### **Certificate of Appreciation for Event Participation from the Royal Saudi Airforce**

- Recognized for active participation and contribution to an event at battalion 105, demonstrating teamwork and commitment.

### **Excel-Based Program for Pest Control Project – AIUla**

- Developed and implemented an Excel-based data management tool for the Red Palm Weevil Control Project, streamlining reporting processes, tracking infection and treatment rates, and improving planning with visual dashboards.

## **TRAINING COURSES**

- Digital Transformation and Institutional Innovation
- Basics of Procurement and Supply Chains
- Basic Data Entry Skills
- Excel and Data Analysis Skills
- Basics of Occupational Safety and Health According to OSHA
- Crowds Management and Event Safety
- Modern Marketing Skills
- Cybercrime & Information Security
- Fundamentals of Volunteer Work
- First Aid Certification, SHA
- Conflict Resolution & Anti-Aggression Strategies
- Disaster & Crisis Management Training
- Information Security
- English Language Proficiency
- Advanced Excel Training
- Safety Procedures for Contractors

## **SKILLS**

### **Professional**

- Data Quality Management, Administrative Support, Asset & Inventory Management.
- Budgeting & Financial Reporting, Safety & Risk Management, Government Relations.
- Digital Transformation, Project and Event Coordination, Procurement & Supply Chains.
- Client & Stakeholder Communication, Process Improvement & Workflow Optimization.

### **Personal**

- Leadership, Teamwork, Time Management, Communication, Active Listening, Adaptability.
- Analytical Thinking, Problem-Solving, Communication, Attention to Detail, Organization and Planning.

### **Technical**

- Computer, MS Office, Microsoft Excel, Data Analysis, Governmental Platforms, Social Media Networks.

## **LANGUAGES**

- Arabic: Native
- English: Good