

Abdulaziz Al Malki

Khobar, Saudi Arabia | Phone: 0554918943 | Email: abdulazizpro.h@gmail.com

Professional Summary

Motivated Administrative Assistant with strong experience in HR, contracts, supplier management, and office administration. Skilled in supporting decision-making, organizing company activities, and ensuring smooth operations. Holder of a PMP certification from King Fahd University of Petroleum & Minerals (2025). Seeking to leverage administrative and project management expertise to contribute to organizational growth and efficiency.

Education

Bachelor of Business Administration (GPA: 4.16)

King Khalid University | Jan 2020 – Jun 2024

Experience

Administrative Assistant

Future Achievement, Dammam | Oct 2024 – Present

- Managed HR & Personnel Affairs: contracts, vacations, salary packages, and employee records.
- Organized meeting rooms, prepared documents, and supported executive decision-making.
- Participated in exhibitions and represented the company in external events.
- Conducted supplier research, negotiated contracts, and managed administrative tasks.

Trainee (Administrative Rotation Program)

Ministry of Finance, Asir Region | Jan 2024 – May 2024

- Rotated across multiple departments: Communications, Returns, Annual Expenses, General Expenses, HR, and Disaster Management.
- Gained practical experience in government workflows, financial operations, and administrative reporting.

Certifications

- PMP – Project Management Professional, King Fahd University of Petroleum & Minerals (2025)
- Strategic Planning for Organizations
- Feasibility Study Basics
- Financial Accounting Basics
- Financial Performance Management

Skills

- HR & Personnel Affairs Management
- Microsoft Office & Adobe Programs
- Supplier & Contract Management
- Decision Making & Problem Solving
- Administrative & Office Management
- Team Support & Communication
- Creativity, Innovation, and Flexibility

Languages

- Arabic: Native
- English: Good