

Sheikha Hamoud Aldhafeeri

Versatile Administrative & Business Professional | Skilled in Administration, Finance, Marketing & Executive Support

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PROFESSIONAL PROFILE

Results-driven Business Administration graduate (2024) with practical experience in executive administration, HR operations, financial support, and marketing coordination. Skilled in preparing reports, managing departmental workflows, organizing events, and supporting senior management. Adept at improving processes, enhancing operational efficiency, and applying digital and AI-based tools to optimize administrative performance.

CORE COMPETENCY AREAS

- Administrative & Executive Support.
- Marketing & Communication.
- Financial & Operational Management.
- Organizational & Strategic Planning.

PROFESSIONAL EXPERIENCE

Saudi Food and Drug Authority – Executive Administration Department | Saudi Arabia

Tamheer Trainee & Volunteer | January 2025 – November 2025 | Total 9 Months.

Role Overview

Delivered administrative, executive, and operational support for departmental activities, reports, and coordination tasks. Contributed to financial tracking, workflow optimization, and event management.

Key Achievements

- Coordinated the department's annual management meeting as part of the volunteer period, enhancing organization quality and stakeholder engagement.
- Improved inventory and reporting processes, increasing accuracy and reducing documentation errors by 15%.
- Delivered a workshop on AI-based administrative tools to support digital transformation within the department.

Core Responsibilities

- Managed executive files, departmental documentation, and performance reports.
- Prepared summaries, financial statements, and presentations for senior management.
- Supported implementation of AI and digital solutions to streamline workflows.
- Coordinated internal communications and cross-departmental follow-ups.

Bunyan Saudi Company – HR Department | Saudi Arabia

Trainee | January 2024 – May 2024.

Role Overview

Provided administrative and HR support in recruitment, employee data management, and compliance operations.

Key Achievements

- Coordinated 20+ job interviews, optimizing the recruitment process.
- Ensured full compliance in residency and medical insurance documentation.
- Enhanced HR record accuracy by 20% through structured data management.

Core Responsibilities

- Communicated with candidates and internal departments.
- Updated and maintained employee data across HR systems.
- Supported daily HR reporting, documentation, and compliance tasks.

ACADEMIC BACKGROUND

Arab East Colleges | Riyadh - Saudi Arabia

Bachelor's Degree in Business Administration | GPA: 3.25/4 with Second Honors | 2024.

CERTIFICATIONS & COURSES

- Customer Service Skills | September 2023.
- Basics of Marketing Plans | September 2023.
- Digital Marketing | July 2023.
- Future of the Job Market and Success Skills | Misk Skills.
- Leadership Skills Workshop (Leadership 101) | Misk Skills.

PROFESSIONAL STACK

Administrative & Organizational Skills

- Executive Support.
- Meeting & Event Coordination.
- Workflow Optimization.
- Filing & Documentation.

Marketing & Communication Skills

- Digital Marketing Fundamentals.
- Customer Service.
- Internal & External Communication.
- Presentation Skills.

Financial & Analytical Skills

- Report Preparation.
- Data Analysis.
- Budget & Inventory Tracking.
- Compliance Awareness.

IT & Productivity Tools

- Microsoft Office.
- Email & Calendar Management.
- HR Systems.
- AI-Based Tools.

LANGUAGES

- Arabic.
- English.