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### Career Objective

Highly organized and efficient Administrative Assistant holding a Bachelor's Degree in Law and a Diploma in Human Resources. Possess three years of hands-on experience in administrative tasks and organizational support. Seeking to work in a professional environment where I can contribute to improving workflow efficiency and ensuring compliance with approved regulations and procedures.

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### Educational Qualifications

- Bachelor's Degree in Law
  - Diploma in Human Resources
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### Work Experience

Administrative Assistant

Years of Experience: 3 Years

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### Key Duties and Responsibilities (Detailed):

- Organizing and managing physical and electronic files in accordance with approved archiving systems.
- Preparing administrative correspondence, official letters, and internal circulars.
- Coordinating meetings, preparing agendas, recording minutes, and following up on action items.
- Receiving and responding to phone calls and emails or directing them to the appropriate department.

- Following up on administrative transactions with internal and external entities and ensuring timely completion.
- Entering data and updating administrative records with a high level of accuracy.
- Supporting the Human Resources department in employee files, leave management, attendance, and timekeeping.
- Assisting in preparing employment contracts and HR-related correspondence in compliance with regulations.
- Monitoring compliance with internal policies and approved work regulations.
- Preparing periodic reports and submitting them to direct management.
- Coordinating travel arrangements and official appointments for managers.
- Supervising office supplies and requesting required materials.
- Collaborating with various departments to ensure smooth and efficient workflow.
- Maintaining confidentiality of information and official documents.
- Providing administrative support and performing any additional tasks as assigned by management.

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#### Skills

- Strong organizational and time management skills
  - Proficient in Microsoft Office applications
  - Effective written and verbal communication skills
  - Knowledge of administrative systems and legal regulations
  - High attention to detail and accuracy
  - Ability to work under pressure
  - Professionalism and confidentiality

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Languages : • Arabic: Excellent English: Good