

# A/A ASMA AHMED

A d m i n i s t r a t i v e   A s s i s t a n t

- 0557039348
- Asma.Ahmed588@hotmail.com
- Saudi Arabia - Riyadh
- Sudanese
- 12/06/1995

## EDUCATION

**Bachelor's Degree in Media – Public Relations**  
Al-Ribat National University, Sudan – 2018

## SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Communication and interpersonal skills
- Time management and multitasking
- Report writing and document preparation
- Meeting coordination and scheduling
- Research and data analysis
- Adaptability and professional development
- Problem-solving and critical thinking
- Team collaboration and office management

## LANGUAGES

- Arabic
  - Native
- English
  - Intermediate

## SUMMARY

Reliable and dependable administrative assistant with experience in providing administrative and office support. I am professional, dedicated to my work, and highly attentive to detail. I possess strong proficiency in Microsoft Office programs as well as business management and planning tools.

## WORK EXPERIENCE

### Senior Administrative Assistant – CEO Office

#### Amwaj Al Khair Trading & Contracting Co., Riyadh - Feb 2024 – Present

- Providing direct executive administrative support to senior management
- Managing sensitive correspondence, preparing reports and strategic presentations
- Coordinating communication between top management and internal/external departments
- Ensuring smooth administrative operations that reflect a professional image
- Assisting with strategic task follow-ups and executive decision tracking

### Administrative Assistant

#### Nabd Al Jazeera Contracting Co., Riyadh - Oct 2021 – Dec 2023

- Delivered comprehensive administrative support across departments
- Organized files, managed internal communication, and monitored office processes
- Prepared project documentation and supported HR functions
- Ensured operational efficiency and professional coordination with clients

### Executive Secretary to the CEO

#### Thimar Al Rawda Co., Riyadh - Sep 2020 – Sep 2021

- Managed CEO's calendar, travel, and confidential correspondence
- Drafted official communications and organized executive-level meetings
- Documented meeting minutes and followed up on key deliverables

### Marketing Specialist

#### Noor Advertising & Promotion

- Supported marketing campaign planning and execution
- Designed promotional materials and handled client coordination
- Conducted market research and managed social media content