

# AHLAM TAER ALASMARI

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## Professional Summary

High-achieving Business Administration graduate (GPA 4.48/5) with proven experience in administrative coordination, data management, and report preparation. Successfully managed and optimized over 300 beneficiary records, improving accuracy and operational efficiency. Recognized for strong communication, organization, and ability to deliver high-quality work under tight deadlines. Seeking to contribute to a dynamic organization in administrative coordination or customer service roles.

## Education

### Bachelor of Business Administration

Ibn Rushd College – Abha, Saudi Arabia

2020 – 2025

GPA: 4.48 / 5.00 (Top-performing graduate)

## Professional Experience

Cooperative Training Trainee

Developmental Housing Department – Aseer Municipality

Jan 2025 – Mar 2025

- Managed and optimized 300+ beneficiary records, enhancing data accuracy and accessibility.
- Supported report preparation, contributing to timely submissions and informed decision-making.
- Coordinated internal meetings, improving communication efficiency across teams.
- Contributed to streamlining administrative processes and improving workflow efficiency.

## Key Achievements

- Improved file retrieval efficiency by approximately 30% through structured record organization.
- Graduated with GPA 4.48/5, ranking among top-performing students.
- Delivered reliable administrative support in a fast-paced government environment.

## Skills

### Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Data Management & Record Keeping
- Report Preparation & Documentation

### Core Competencies

- Communication Skills
- Time Management
- Team Collaboration
- Problem Solving

## Certifications & Training

- Intensive English Language Program (8 Levels) – Ibn Rushd College
- Computer Skills Training – Ibn Rushd College
- Fundamentals of Artificial Intelligence – SDAIA
- Job Interview Skills – Doroob

## Languages

- Arabic – Native
- English – Intermediate