

Saleh Alwabili

Administrative Assistant | Secretary | Office Supervisor

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Saudi Arabia

PROFESSIONAL SUMMARY

Business Administration graduate with hands-on experience as an Office Supervisor. I focused on correspondence management, document archiving, meeting coordination, and report writing. I reduced document processing time by 35%. I demonstrated strong organizational skills, with the ability to work under pressure and manage tasks efficiently. Proficient in Microsoft Office and Power BI, with effective communication skills and a high level of confidentiality, to support senior management effectively.

EXPERIENCE

Al-Mutawa General Contracting Establishment | Saudi Arabia

Office Supervisor | February 2025 – February 2026.

- Enhanced office operational efficiency by reorganizing procedures and cutting document processing time by 35%.
- Prepared accurate periodic administrative reports and helped provide reliable data to support decision-making.
- Managed correspondence and supervised archiving according to high organizational standards.
- Coordinated meetings, prepared agendas and minutes, and tracked implementation of recommendations.
- Followed up on governmental and administrative transactions to ensure completion within the specified timeframe.
- Supported senior management in preparing presentations and analytical reports.
- Supervised the organization of employee files and continuously updated administrative databases.
- Contributed to improving internal communication channels between departments to enhance workflow efficiency.

EDUCATION

Buraidah Colleges | Saudi Arabia

Bachelor of Business Administration | GPA: 4.58/5 | 2025.

SKILLS

Technical Skills:

- Managing correspondence and formal reports.
- Microsoft Office: Word, Excel, PowerPoint, Outlook.
- Organizing and archiving documents.
- Preparing presentations and executive reports.
- Using office management systems and databases.
- Documenting meetings and following up on decisions.

Personal Skills:

- Strong organizational and prioritization skills.
- Effective and professional communication.
- Accuracy and attention to detail.
- Problem-solving and decision-making ability.
- Ability to work efficiently under pressure.
- Commitment and professional confidentiality.

COURSES

- Secretarial Skills & Office Management | International Professional Training Center | February 2026.
- Data Analysis Skills Using Microsoft Excel | Emdad Al-Marefa Training Center | February 2026.
- Administrative Correspondence & Report Writing | Thiqa Training Center | February 2026.
- Professional Problem Solving | Institute of Public Administration (IPA) | January 2026.
- Administrative Supervision | Institute of Public Administration (IPA) | December 2025.
- Time Management | Institute of Public Administration (IPA) | December 2025.
- Power BI (Intermediate Level) | Tuwaiq Academy | October 2025.
- Advanced AI Concepts & Applications | Saudi Data & AI Authority (SDAIA) | September 2025.

LANGUAGES

- Arabic.
- English.