




Sara Khalaf Al Mutairi

Administrative assistant - Secretary

 (+966) 54 499 7223

 Sara.khalafalmutairi@gmail.com

 Jeddah, Saudi Arabia

OBJECTIVE

To obtain a position that can develop my administrative background and to enhance my skills in a dynamic and stable workplace.

Professional Experience


 **Administrative assistant and salaries management system (Mudad) in** OCT 2020 – Current

 R.G for metal industries Company.

RESPONSIBILITIES

- Respond to emails and set appointments.
- Mudad platform for salaries.
- Etimad platform and organize projects documents.

 **Administrative assistant Procurement** JAN 2019– AUG 2020

 Ashi and Bushnag sub-contract with Saudi Aramco – King Abdullah Sport City, Jeddah.

RESPONSIBILITIES

- Communicate with suppliers and work on the materials requests.
- Perform quotations comparison sheet.
- Collect project documents and perform work completion certificate and submit it to Saudi Aramco.
- Upload documents to the system.
- Work as quality control in a big events.


 **Administrative assistant** DEC 2015 – JAN 2017

 Muhammed Turki Engineering Consulting Company.

- Secretarial tasks.
- Electronic archiving.

Academic Credentials

 **Associate bachelor's degree in Food SC and Nutrition** 2006 - 2009

 King Abdul-Aziz University, Jeddah

Core Competencies

Professional Skills

- Quality Control
- Communication skills
- Time management
- Reports & Presentations
- Teamwork
- Negotiation & Influence

Key Skills

- Microsoft Office

Languages

- Arabic (Native)
- English (Good)

Course Training & Certifications

Certifications

- Business Analytics – Udacity
- Intro to AI for Business – Udacity
- Secretarial – Doroob Online
- English language – British Council