



CONTACT

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KUWAIT (965) 96694463

EDUCATION

- Al-Jeel Al-Jadeed School
Kuwait 1996-1997

CERTIFICATIONS

- NEW HORIZON
(BUSINESS ADMINISTRATION DIPLOMA) 2009
- TECHNICAL AND MANAGEMENT STUDIES)
(COMPUTER DIPLOMA) 1997

CAREER OBJECTIVE

- Providing top-quality of administrative Support to senior management team.
- Hardworking professional with **20 yrs.** of experience and a proven knowledge of customer services, confidential correspondence, and meeting planning aiming to lever age my skills to successfully fill the executive secretary and admin assist role at your company.

EXPERIENCE

➤ Senior Secretary

(KISR) Kuwait Institute Science Research working as helpful as coordinator for **(TED) Techno Economy Division** staff and other real depts. in KISR, as personnel Dept. Hr. Dept. handling all needs of incoming and outgoing mails & Emails. arranging meetings schedules for our Div. mgr. filing documents.as need and keep scan copy for other references.

- Setup and coordinate meetings and conferences.
- Editing memos prior to manager`s signature.
- Performs other duties and responsibilities as directed by the Manage.
- Scheduling meeting and record all the Minutes of Meeting (MOM).

➤ Executive Secretary

Action Group Holding Co.

- Handling and analyze incoming outgoing memo submissions and reports to determine their significance and plan their distribution. Perform general office duties. such as ordering supplies and maintaining records management database system. In addition, performing basic bookkeeping work. File and retrieve corporate documents, records reports.
- Open sort and distribute incoming mail, including emails.
- Make travel arrangements for executives.
- Prepare responses to correspondence containing routine inquiries.
- Prepare agenda and arrange, such as coordinating catering for luncheons, for committee board, and other meetings.
- Manage and maintain executive`s schedules.
- Set up and oversee administrative policies and procedures for offices or organizations.
- Supervise and train other clerical staff and arrange for employee training by scheduling training or organizing training material.

➤ Executive secretary (2019)

Easy Homez Real Estate CO.-

- As Executive secretary and marketing coordinator in Kuwait real estate. Dealing with customers and arranging the sailing process; handling all of the company corres. Arranging filling sys. Organizing the schedule for dealing and real estate marketing show room

➤ PE Executive Admin Assist

Worley Parsons - (1st March,2015- Dec 2018)

- Handling Project Engineer office operations which including all of project correspondences, Transmittals (mails system), Engineers affairs (overtime-working hours- night shifts), high communication and negotiation skills with 300 colleagues in whole variety departments in the same field.

➤ Executive Secretary

Kuwait Gulf Oil Company (Aug2006 – May2011)

- performs clerical and organizational tasks in addition to routine management office functions such as filing, scheduling appointments, routing mails, taking minutes, or typing documents, dealing with many people from all levels of an organization as well as visitors. Maintain executive's agenda and assist in planning appointments, board meetings, conferences.