

Talal Al-Khaldi

Business Administration



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Saudi Arabia

OBJECTIVE

I am seeking a position within a professional work environment where I can utilize my skills and experience in administration and administrative support. My goal is to contribute to enhancing organizational performance and achieving strategic objectives through the practical training, leadership, and organizational abilities I have acquired. I also aim for continuous professional growth in the field of business administration.

EDUCATION

Bachelor's Degree in Business Administration

Graduation Year: 2025

EXPERIENCE

Administrative Assistant (Cooperative Training)

Hafar Al-Batin Health Cluster

January 2025 – May 2025 (5 months)

- Organized meeting schedules and daily administrative tasks.
- Assisted in preparing reports and official correspondence.
- Managed files and updated internal databases.
- Coordinated with various departments to streamline internal operations.
- Supported the team in executing administrative projects and initiatives.

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Time and task management skills
- Effective communication and relationship building
- Critical and analytical thinking
- Project management and workflow follow-up
- Ability to work under pressure and within a team
- Fast typing skills

COURSES

- Administrative Leadership Course
- Report and Correspondence Writing Skills
- Office Management and Secretarial Course
- Total Quality Management Course
- Advanced Applications of Artificial Intelligence Concepts

Volunteering

- **Core Volunteer – Saudi Red Crescent Authority**

Participated in providing humanitarian services and first aid during public events and occasions.

LANGUAGES

- Arabic - English.