

Najla Alzuabi

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Professional Summary:

Business Administration graduate and Certified Risk Management Professional with over 2 years of experience in data entry and administrative support. Highly motivated to grow, innovate, and make a meaningful impact in fast-paced, dynamic administrative environments.

Skills:

- Administrative Support: Managing schedules, preparing documents, and handling correspondence.
- Project Management: Organizing and executing tasks efficiently.
- Event Coordination: Arranging meetings, agendas, and events.
- Data Management: Maintaining records and generating reports.
- Microsoft Office: Advanced in Excel, Word, PowerPoint, and Outlook.
- Communication: Strong verbal and written skills.
- Time Management: Prioritizing tasks and meeting deadlines.
- Problem-Solving: Creative solutions and workflow improvements.

Education & Certifications:

2024 | Certified Risk Management Professional (ICAS).

Governance Academy – Riyadh, Saudi Arabia.

2024 | Bachelor in Business Administration.

Saudi Electronic University – Dammam, Saudi Arabia.

Experience:

2024 | Internship in Human Resources, King Fahad Specialist Hospital, Dammam.

- Organized and maintained employee records (both physical and digital), ensuring accuracy and privacy compliance.
- Scheduling appointments and meetings for supervisors or staff.
- Preparing meeting materials (agendas, handouts, and supporting documents).
- Followed up with departments to ensure employee documentation was completed on time.
- Assisting with data collection and reporting.

SEP 2019- AUG 2021| Data Entry | Nesma & Partners, Al Khobar.

- Accurately inputting information into databases or spreadsheets.
- Assisting customers or clients with inquiries, grievances, and transactions.
- Managing correspondence by telephone, email, or face-to-face interactions.
- Assisting with various administrative tasks, such as scheduling appointments or managing calendars.

MAR 2019-JUL 2019 | work with Medical Staff Administration, King Fahad Specialist Hospital, Dammam.

- Provided substantial administrative help to facilitate seamless office operations, which included schedule management, meeting organization, and precise record preservation.
- Managed correspondence, answered phone calls, and directed queries to appropriate departments.

Languages: Arabic: Native / English: Fluent