

Ahmed Abdulathim Alabdulathim

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Summary

Highly motivated and detail-oriented administrative professional with over 8 years of experience in office administration and operational support. Demonstrates strong organizational and multitasking skills, with a proven ability to support cross-functional teams and ensure efficient workflow. Bilingual in Arabic and English with excellent communication and interpersonal abilities.

Experience

Administrative Officer Unified Institution — 2014 – 2022

- Oversaw daily administrative operations to ensure smooth and efficient office functions.
- Scheduled and coordinated meetings, managed calendars, and liaised with internal and external stakeholders.
- Organized and maintained filing systems to enhance accessibility and data management.

Production and Site Support Helper Sicime company (Projects) — 2023 – 2024

- Assisted with safety and electrical support tasks in alignment with project standards and regulations.
- Supported operational teams by completing delegated duties promptly and accurately.
- Helped maintain a safe, organized, and productive work environment.

Education

High School Diploma – Sciences Alkhat High School — 2009

Skills

- Fluent in Arabic; Basic English (spoken and written)
- Office administration and documentation
- Time management and task prioritization
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong attention to detail
- Basic understanding of safety procedures
- Filing and archiving systems
- Calendar and meeting coordination
- Problem-solving and adaptability
- Data entry and record management
- Team collaboration and support
- Ability to work under pressure