

MASHAEL A. ALMUTAIRI

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SUMMARY

My goal is to join a professional work environment that allows me to develop my skills in public administration and contribute effectively as a team member. With my passion and ability to work diligently for extended periods, I am confident in my capability to achieve success and add value to the organization.

WORK EXPERIENCE

ALSUWAIKET COMPANY | KHOBAR, KSA Executive Secretary

April – May 2025

- Coordinated virtual meetings for the CEO using Zoom and Webex with internal and external parties
- Welcomed and managed visitors, ensuring alignment with the executive's schedule
- Handled appointment scheduling and controlled access to the executive office
- Arranged travel bookings and accommodations for the CEO
- Scheduled and coordinated in-person interviews and followed up on recruitment processes

PRINCE SULTAN MILITARY COLLEGE OF HEALTH SCIENCES DHAHRAN, KSA Executive Secretary

Aug 2023 – Mar 2024

- Maintained organized electronic records and ensured proper archiving of documents
 - Prepared and submitted weekly and monthly reports to management
 - Coordinated day-to-day administrative operations and supported various departments
 - Handled incoming calls, screened them professionally, and redirected as needed
 - Attended meetings and accurately recorded meeting minutes
 - Drafted and formatted official letters and correspondence
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EDUCATION

Public Administration Diploma

KING FAISAL UNIVERISTY, HOFUF, KSA, 2023

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office, Flexibility and adaptability, Communication Skills, Problem Solving
- **Course & Certifications:** Technical skills in the work environment 2023