

ALYA AYED AJALAWI

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CAREER OBJECTIVE

Professional in office secretarial and Data entry service, strive to achieve the best in administrative support.

EDUCATION

Diploma in Secretarial and Office Management

EXPERIENCES

Exhibition supervisor – Present

At GmG

- Supervising all daily sales activities and monitoring sales activity and sales levels for various products and merchandise.

Secretary and Data Entry – 2020 to 2021

At Al-Barakati Group for Advocates and Legal Consultations

- Answer phone calls and redirect them when necessary
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms
- File and update contact information of employees, customers, suppliers and external partners

Data Entry – 2018 to 2019

Talai'a Al Ghad Schools

- Entering data of students, staff and new teachers into the school system.
- Coordinating school schedules and school tasks

COURSES

Administrative Excellence | Doroob.

Computerized role and data entry | Unlimited Institute for Higher Training.

The role of the best methods of office management at a rate of 20 hours

Modern Human Resources Strategy Course | Graduate Arrow Institute.

TECHNICAL SKILLS

- Proficiency in using computer
- Proficiency in using Excel
- Proficiency in speechwriting.
- Electronic Completion File.
- Data entry
- Preparing reports

PRACTICAL SKILLS

- Problem Solving
- Working Under Pressure
- Self-Education
- Attention to Detail
- Time management
- Continuous learning
- Effective communication
- Sense of responsibility