

MALAK ALZEKRI

ADMINISTRATIVE SPECIALIST

TO WHOM IT MAY CONCERN,

I am writing to express my strong interest in joining your company and contributing my skills and dedication to help drive your company's success. With six years of experience in both administrative roles and analyst environments, I am confident in my ability to adapt to various challenges and deliver exceptional results.

Throughout my career, I have consistently demonstrated a strong work ethic, a commitment to excellence, and a passion for continuous learning. These qualities, combined with my proficiency in data analysis, office administration, and effective communication, have allowed me to excel in diverse work environments.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with your company's needs. Please find my attached resume for your reference.

SINCERELY,

MALAK ALZEKRI



MALAK ALZEKRI

ADMINISTRATIVE SPECIALIST

CONTACT

+973 35559308
malakalzekri1@gmail.com
Kingdom of Bahrain
Bahraini

SKILLS

Multitasker
Fast learner
Team worker
Attention to detail

EDUCATION

Highschool Diploma
AMA School, Bahrain

INTEREST

Humanitarian - supporting the special needs and elderly
Sports Tennis
Hobbies - Reading books

LANGUAGES

English
Arabic

PROFILE

With 6 years of experience in administration, seeking a challenging role that allows me to apply my extensive experience and skills to drive data-driven decision-making and support efficient administrative operations. Proficient in data analysis and office administration, I excel in streamlining operations and providing data-driven support. Coordinating meetings, and offering strong administrative expertise. Known for effective communication and organizational skills.

WORK EXPERIENCE

Administrative Specialist

2021-2024

Wellness Center

- Provide specialized administrative support to designated departments or teams, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Assist in the preparation of reports, presentations, and correspondence, ensuring accuracy and adherence to organizational standards.
- Handle inquiries and requests from internal and external stakeholders, directing them to the appropriate individuals or departments as needed.
- Manage databases, spreadsheets, and other data sources, ensuring data integrity, accuracy, and confidentiality.
- Collect, compile, and analyze data to support decision-making processes, generate reports, and identify trends or patterns.
- Assist in the development and implementation of data management protocols and procedures to improve efficiency and effectiveness.

Administrative Officer

2019-2021

Arab Financial Services

- Coordinate client meetings, appointments, and events, ensuring seamless communication and logistics.
- Assist with client onboarding processes, including gathering documentation, completing paperwork, and maintaining client records.
- Generate reports, spreadsheets, and presentations as needed, using advanced proficiency in Microsoft Excel and PowerPoint.
- Collaborate with cross-functional teams, including finance, operations, and compliance, to facilitate effective communication and coordination.
- Foster a positive and inclusive work environment through open communication, teamwork, and mutual respect.
- Contribute to the development and implementation of administrative best practices and process improvements.

Administrative Officer

2018

New Generation Private School

- Maintain accurate records and files, both electronic and paper, ensuring proper organization and confidentiality.
- Update and manage databases, spreadsheets, and other documentation as needed.
- Assist in the preparation of reports and presentations.
- Oversee day-to-day operations of the office, ensuring smooth functioning.
- Maintain office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.