

Shatha Saud

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Madinah, Saudi Arabia

SUMMARY

Administrative Specialist with a strong background in Business Administration, skilled in coordinating operations and ensuring smooth organizational workflows. Experienced in managing documentation, supporting executive tasks, and facilitating effective communication across departments. Proficient in using modern administrative tools to improve efficiency and accuracy. Dedicated to delivering high-quality support that contributes to overall business success.

EXPERIENCE

Madinah Region Development Authority (MRDA) | Saudi Arabia

Administrative Specialist - Tamheer | February 2023 – August 2023

- Collaborated with multidisciplinary team to streamline task execution, improve departmental coordination.
- Organized daily meeting schedules for Financial Management Department head, maximizing efficiency.
- Reviewed tender documents meticulously to ensure compliance and maintain procurement integrity.
- Led use of Google Drive to improve team communication and document management.

General Directorate of Health Affairs | Saudi Arabia

Intern, Supply & Maintenance Management | June 2022 – August 2022

- Conducted inventory and documentation of real estate assets, supporting strategic management.
- Processed spatial decisions and building permits per regulatory requirements to accelerate projects.
- Supported Ministry of Health initiatives to improve healthcare delivery and community wellbeing.
- Assisted in analyzing and enhancing supply and maintenance workflows, boosting effectiveness.

EDUCATION

Taibah University | Saudi Arabia

Bachelor's Degree in Business Administration | GPA=4.2 \ 5 | 2022

OTHER

● Certificates & Courses:

- Digital Project Management (Nanodegree Program) | Udacity | February 12, 2024.
- Supply Chain Foundations: Managing the Process | LinkedIn Learning | July 19, 2023.
- Root Cause Analysis: Getting to the Root of Business Problems | LinkedIn Learning | July 18, 2023.
- Administrative Professional Foundations | LinkedIn Learning | July 15, 2023.

● Hard Skills:

- Office Management.
- Scheduling & Calendar Coordination.
- Data Entry & Database Management.
- Process Improvement.
- Project Management.
- Business Analysis.
- Reporting & Documentation.
- Microsoft Office Suite.

● Soft Skills:

- Initiative and Proactivity.
- Emotional intelligence.
- Stress Management.
- Problem Solving.
- Communication and Collaboration.
- Time Management.

● Languages: Arabic, English.