

SUMMARY

A detail-oriented Administrative Coordinator and Accounting student with hands-on experience in office management, client relations, and data organization. Skilled in coordinating cross-departmental tasks, managing schedules, and supporting financial operations. Proficient in Microsoft Office Suite with strong communication and organizational abilities. Eager to leverage expertise in administrative and accounting functions to drive operational excellence and organizational growth.

EXPERIENCE

Al-Hakil Clinics | Dammam, Saudi Arabia

Administrative Coordinator | August 2023 – August 2025.

- Maintained digital and physical records, ensuring fast access and accurate organization.
- Arranged executive schedules, confirmed appointments, and handled travel logistics professionally.
- Helped departments complete daily tasks including documentation, reporting, and event planning.
- Prepared summaries from data, protected records, and supported decision-making processes.

Saraya World (Lighting Stores) | Dammam, Saudi Arabia

Salesman and Administrative Assistant | March 2019 – July 2019.

- Supervised daily operations and supported alignment between teams and departments.
- Managed communication flow through calls, emails, and client interactions efficiently.
- Welcomed clients and guided them to the proper service areas.
- Presented products effectively and converted inquiries into successful sales outcomes.

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor’s Degree in Accounting | July 2023 – Present.

Saudi Electronic University | Saudi Arabia

Diploma in English Language | 2023.

CERTIFICATES

- Microsoft Excel Associate | Microsoft | March 2023.
- Microsoft Office Specialist (MOS) Training | Technical and Vocational Training Corporation | 60 Hours | January 2023.

COURSES

- Management Skills.
- Accounting and Financial Management.
- Administrative English Language.
- Financial Management Principles.
- Executive Secretarial Training.
- Employee Affairs Management.

SKILLS

● Technical Skills:

- Data Entry.
- Document Management.
- Schedule Coordination.
- Financial Reporting.
- Invoice Processing.
- Records Organization.
- Email Correspondence.
- Spreadsheet Analysis.
- Microsoft Office.

● Soft Skills:

- Communication Skills.
- Time Management.
- Problem Solving.
- Attention to Detail.
- Team Collaboration.
- Adaptability.
- Multitasking Ability.
- Creativity.

LANGUAGES

- Arabic.
- English.