

Mohammed Abdullah Al-Otaibi



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Saudi Arabia

OBJECTIVE

I am seeking to work in an administrative environment that offers challenges and opportunities, where I can utilize my skills in leadership, organization, and strategic planning to achieve the institution's goals. I aim to develop and improve administrative processes, achieve excellence in team performance, effectively manage teams, provide innovative solutions, and enhance organizational efficiency. I also look forward to contributing to creating a work environment that fosters creativity and innovation, and supports sustainable professional development for each team member.

EDUCATION

University of Taibah

Bachelor's Degree in Information Science

Graduation Year: 2024

EXPERIENCE

Al-Arkan Training and Education Company

Administrative Assistant | July 20, 2024 – Present

- Entering beneficiary data and regularly updating records.
- Identifying the needs of beneficiaries to ensure appropriate support is provided.
- Storing and organizing files to ensure easy access.
- Providing administrative support to ensure smooth workflow.

Rooh Al-Hala Trading Establishment

Salesperson | March 1, 2021 – July 5, 2023

- Purchasing and ordering products from wholesalers according to market needs.
- Displaying and presenting products to customers while providing necessary consultations.
- Conducting regular inventory checks and monitoring stock levels to ensure product availability.
- Marketing products to customers and increasing sales through innovative strategies.

SKILLS

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| ○ Proficiency in Microsoft Office programs (Excel, Word, PowerPoint) | ○ Daily Task Scheduling and Prioritization |
| ○ Information Management and Organization | ○ Problem Solving |
| ○ Data Analysis | ○ Planning and organization |
| ○ Report Preparation | ○ Effective communication |
| ○ File Organization and Management | ○ Teamwork |
| | ○ Commitment and responsibility |

COURSES

- Advanced Excel Skills | Emdaad Knowledge Training Center
- Professional Writing in the Work Environment | Human Resources Development Fund (HRDF)
- Document Digitization Techniques | Human Resources Development Fund (HRDF)

LANGUAGES

- Arabic.
- English.