

ABIR ALMASHJARY

ADMINISTRATIVE ASSISTANT

ABIRNASSER1956@GMAIL.COM

ABOUT ME

Experienced and proactive administrative assistant with a proven track record in effectively managing a diverse range of responsibilities. Recognized for exceptional organizational skills and the ability to handle multiple priorities with ease. Committed to fostering a positive work environment and consistently delivering outstanding results. Demonstrates a strong work ethic and the flexibility to take on additional responsibilities to support team goals and organizational success.

CONTACT

+966 564 839 854

abirnasser1956@gmail.com

Riyadh
| Saudi Arabia

SKILLS

| PEOPLE MANAGEMENT
| BUSINESS KNOWLEDGE
| LEADERSHIP | ORGANIZATION
| BUDGETING | COMMUNICATION
| COLLABORATION & TEAMWORK
| TIME MANAGEMENT | LOGISTICS
| COMPUTER SKILLS | PROBLEM SOLVING
| CUSTOMER SERVICE | PLANNING
| GOOGLE WORKSPACE | MS OFFICE

EXPERIENCES

CALL CENTER
| REPRESENTATIVE
2021

AJIAD LTD., RIYADH

Efficient call center representative with a strong track record in delivering exceptional customer service. Skilled in handling high call volumes, resolving inquiries, and providing accurate information. Committed to ensuring customer satisfaction and maintaining professionalism in all interactions.

ONLINE REPUTATION
| MANAGEMENT
2022

ITTIHAD SERVICES, RIYADH

Adept at leveraging digital platforms to enhance and protect brand image. Provide expertise in monitoring online presence, addressing customer feedback, and implementing strategic measures to maintain a positive reputation with strong communication skills and a keen eye.

CUSTOMER
| ASSISTANCE
2023

SG DESIGNS, RIYADH

Worked as marketing executive indulged in making awareness of product to the customers.

EDUCATION

SIXTEEN SECONDARY
| RIYADH
2013

HSC
HIGHER SCHOOL CERTIFICATE

CAMBRIDGE COLLAGE
| KENYA
2014

LANGUAGE
ENGLISH ENHANCMENT COURSE

CAMBRIDGE COLLAGE
| KENYA
2015

B.MNG-DIPLOMA
BUSINESS MANAGEMENT DIPLOMA

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THERE ARE NO EXPERTS
OF TOMORROW, ONLY OF
YESTERDAY

JACK MA