

Nawaf Falatah

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 Riyadh, Riyadh 1135

 0593391123

 Nawaf.abdullah.fa@gmail.com

Systematic Administrative Assistant with successful experience in fast-paced office settings. Hardworking team-player with expertise completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

Enthusiastic Administrative Assistant with expertise in anticipating professional needs and proactively identifying and resolving problems. Bringing proven to promote organization and availability through effective schedule development. Excellent customer service and conflict management skills.



Skills

- Advanced computer proficiency
- Paperwork administration
- Workflow monitoring
- Relationship building and networking



Work History

- **Administrative**
Thunder , Riyadh
Administrative
Issuing municipal licenses
Issuance of camera certificate
- Issuing a civil defense license
- Issuing a commercial register
Issuing trademarks
Issuing a work visa
Full knowledge of the services of the Ministry of Commerce
Full knowledge of Absher services and platform
Full knowledge of Qawia services and platform
- Familiarity with the full business extension services and platform



Education

- **89: Natural Science**
Imam Al-Juwayni - Riyadh



Accomplishments

- -Perfect employee of the month.
- -Training of new employees.



Languages

- Arabic
- English
- Spanish

● ● ● ● ● ● ● ●
Advanced (C1)
● ● ● ● ● ● ● ●
Elementary (A2)
● ● ● ● ● ● ● ●
Beginner (A1)



Certifications

- Data entry and word processing
- Administrative

2021-04 - 2022-04

2007-01 - Current

2019-09

2022-04