 Name : raghad

email : Raghad.334035@2freemail.com

Personal statement

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Key Skills

* 40 words per minute typing
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Fully qualified first-aider

Employment History

PA to Personnel Manager, dream land group, Abu Dhabi

(July 2016 – Present)

Achievements and responsibilities:

* Implemented a change of stationery supplier, reducing costs by 20%
* Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
* Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
* Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
* Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

Executive Secretary, Tamooh Development, Abu Dhabi

(September 2015 – July 2016)

Achievements and responsibilities:

* Presenting a professional and friendly first impression of the firm to all visitors and clients
* Managing incoming phone calls and mail
* Organising stationery orders and liaising with suppliers to meet business requests
* Replenishing and restocking the bar, always ensuring high level of stock management efficiency
* Also assumed the role of fire/health and safety officer for the entire office staff

Secretary, Almohtadi towers, Abu Dhabi

(May 2015 – August 2015)

Achievements and responsibilities:

:

* Maintaining and organising the company filing system
* Answering incoming calls
* Typing all necessary documents and correspondence as required
* Printing any supplementary notes as required
* Running professional errands

customer service, Eastern Manpower Supply & services, Abu Dhabi

(April 2014 – May 2015)

Achievements and responsibilities:

:

* Maintaining and organising the company filing system
* Answering incoming calls
* Typing all necessary documents and correspondence as required
* Printing any supplementary notes as required
* Running professional errands

Education

Tishreen University

(September 2012 – March 2014)

Trade and economy

****Alamyiah School****

(September 2011 – June 2012)

 High School

HTrainings & Certificates

* Human Resources - December 13
* Developing Core Skills For Admin And Secretaries-Oct 13
* Telephone Skills - June 12
* Office Administration Skills - May 12
* Effective Communication Skills – Nov 11

References

References are available upon request.