**Faten**

**Faten.365004@2freemail.com**



***Personal Information:***

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| **Date of Birth:** | July 12, 1985 |
| **Nationality:** | Saudi |
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***Objective:***

Looking for opportunities in Dubai now that I'm moving there, I want to find a challenging career where my creative, initiative, ideas and genuine enthusiasm would allow me to progress

***Education:***

**2004 - 2008:** King Faisal University, Dammam

Diploma in Computer - Management Information System (MIS)

(GPA 2.4)

***Courses:***

**New Horizons:** ***Windows Support***

(June 16 - Aug 16, 2006)

**New Horizons:** ***Networking Essentials***

(June 16 - Aug 16, 2006)

**British Council:** ***English Language***

(Nov. 03 - Dec. 03, 2007) Level 3, grade (A)

**Itana Centre:** ***Banking***

Level 1, grade (A)

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**Faten Al-Oufi**



***Professional Experience:***

**Oct 2014 – Present** **AMO&PARTNERS ENGINEERING CO.**

Executive assistant

**+**Sales Representative

* Managing the day-to-day operations of the office.
* Experience in computerized management systems (ERP)
* Organizing and maintaining files and records.
* Planning and scheduling meetings and appointments.
* Managing projects and conducting research.
* Preparing and editing correspondence, reports, and presentations.
* Working in a professional environment.

**Jul 2013 – Sep 2014** **Prince Mohammad Bin Fahd University**

Public Relation Officer

* Greeted visitors to the various departments of the university departments.
* Organizing concerts, events and social occasions.
* Liaison between all departments and sections.
* Organize transportation departments, sections and visitors.
* Cooperation with other departments and other departments when requested.
* Preparation University News and scientific subjects and media for publication in newspapers and magazines.
* Monitoring published news about the university and monitored and documented.

**Oct 2011 – Jul 2013** **Orient Real Estate Company - (Al-**

**Khobar)**

Executive Secretary

* Comprehensive knowledge of all the functions of the executive management
* Receive, direct and relay telephone messages and fax messages.
* Maintain and file all correspondence.
* Assist in the planning and preparation of meetings, conferences and conference telephone calls.
* Type confidential documents.
* Coordinate and Follow up with the departmental managers to achieve and complete their tasks and duties assigned by CEO on time.
* Prepare all travel bookings (hotels, flights, cars)
* Travelling and attending the indoor and outdoor business meetings related to the CEO besides attending the Board Meeting in Dubai on quarterly basis.

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**Aug 2008 - June 2009:** **Saad Specialist Hospital – (Al-Khobar)**

HR Coordinator

* Responsible for staff attendance sheet.
* Responsible for staff vacations and follow up on the attending at end of vacation.
* Responsible for payroll deductions, excuses and warning letters.
* Responsible for salary advances.

**Feb 2008 - Aug 2008:** **Riaya Specialist Hospital (Procare) - (Al-Khobar)**

Medical Services

***Computer Skills:***

* Microsoft Office (Word, Excel, PowerPoint).
* HR system (HRMS – Oracle - ERP)

***Personal Skills:***

* Good command of English (reading, writing & speaking).
* Possess excellent communication skills and have an ability to maintain a good working relationship with others.
* Process oriented, flexible and adaptable to organization needs.
* Good presentation skills.
* Completing all tasks in a timely, organized and professional manner.
* Ability to multi-task and operate effectively in stressful situations.
* Effective verbal and listening communications skills
* Strong organizational and time management discipline.

***References***

Available upon request

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