

Al Khobar, Saudi Arabia

Personal Summary

Dynamic and results-oriented Executive Assistant with over a decade of experience supporting C-suite leadership in prominent Saudi organizations. Renowned for exceptional discretion, efficiency, and proactive problem-solving, I excel in high-pressure environments and streamline executive workflows. With a robust background in administration, strategy execution, and cross-functional collaboration, I am a trusted strategic partner fluent in Arabic and English, dedicated to driving organizational success.

Professional Experience

Executive Assistant to the Chairman Al Fozan Holding, Al Khobar, Saudi Arabia November 2017 – Present • Optimized the Chairman's schedule, reducing conflicts by 30% through strategic calendar management and prioritization. • Served as a key liaison between the Chairman, senior executives, and external stakeholders, ensuring seamless communication and alignment. • Maintained strict confidentiality while managing sensitive correspondence and high-stakes board meeting logistics. • Coordinated cross-departmental initiatives, enhancing operational efficiency by 25% through streamlined workflows.

Executive Secretary, General Manager's Office Retal Urban Development, Al Khobar, Saudi Arabia May 2015 – November 2017 • Led program evaluation for social development initiatives, improving project outcomes by 20% through data-driven insights. • Acted as the primary liaison with government ministries and evaluation units, fostering strong partnerships and ensuring compliance. • Drafted and presented quarterly and annual reports, delivering actionable insights to senior leadership for strategic decision-making.

Consultant, Marketing Department Saudi Investment Company, Al Khobar, Saudi Arabia December 2013 – November 2014 • Developed and executed marketing strategies for real estate promotions, increasing brand visibility by 15% in targeted markets. • Conducted market trend analyses, driving data-informed campaigns that boosted client engagement by 10%. • Led cross-functional teams to deliver high-impact brand awareness initiatives within tight deadlines.

Eastern Region Purchasing Manager Jarir Bookstore, Al Khobar, Saudi Arabia February 1997 – December 2000 • Managed procurement operations, negotiating supplier contracts that reduced costs by 12%. • Ensured 98% stock availability while minimizing overstock through precise inventory forecasting. • Streamlined purchasing processes, cutting lead times by 15% through improved supplier coordination.

Salesman Jarir Bookstore, Al Khobar, Saudi Arabia February 1996 – February 1997 • Delivered exceptional customer service, achieving a 20% increase in sales of educational materials through targeted promotions. • Built strong client relationships, contributing to a 10% growth in repeat customer visits.

Name: Khaled Saeed handoom Mobile: 0541699066 Email: khandoom@yahoo.com

Core Skills

Executive Communication: Articulate and diplomatic in managing high-level correspondence. • Strategic Scheduling: Expert in calendar management and optimizing executive time. • Project Coordination: Proven ability to manage complex, cross-departmental initiatives. • Confidential Correspondence: Trusted with sensitive information and discreet communication. • Technical Proficiency: Advanced expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • Organization & Prioritization: Exceptional ability to manage multiple priorities in fast-paced environments. • Board Meeting Coordination: Skilled in organizing and facilitating high-level meetings.

Languages

Arabic (Native) • English (Fluent)