

KOUTHER AL EISA

ADMINISTRATIVE ASSISTANT

Saudi Arabia · +966547242099 · kw.aleisa@gmail.com · **LinkedIn:** linkedin.com/in/kawthar-aleisa12

SUMMARY

Administrative Assistant with strong office administration, scheduling, document control, and communication skills in an F&B company. Bilingual (Arabic/English); proficient with Microsoft Office and Google Workspace; recognized for accuracy, organization, confidentiality, and dependable support to management.

SKILLS

Calendar & Scheduling	Travel & Logistics	problem solving
Filing	Vendor Coordination	Time management
Data Entry	Microsoft Office & Google Workspace	

PROFESSIONAL EXPERIENCE

Administrative Officer—Spicy Mix Company (F&B) Jan 2017 - Present

- Coordinate daily office operations, including calls and WhatsApp/email correspondence, meeting follow-ups, and general office administration.
- Manage schedules, meeting room bookings, and simple travel arrangements; prepare agendas and take concise minutes.
- Maintain records (contracts, supplier files, price lists, delivery notes) and track renewals and expirations.
- Prepare spreadsheets for orders, sales summaries, and basic cost tracking; compile weekly/monthly updates for management.
- Follow up with suppliers, couriers, and internal teams to resolve delays and ensure accurate deliveries and documentation.
- Support HR admin: collect IDs, maintain staff lists, leave trackers, attendance updates, and onboarding paperwork.
- Handle petty cash logs, invoice matching, and expense filing in coordination with accounting.

EDUCATION

Diploma in Business Administration (in progress)	Jan 2025 - Present (Expected Jan 2026)
Saudi Electronic University	

Bachelor of English Language and Translation

Saudi Electronic University	Jan 2017 - June 2022
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ADDITIONAL INFORMATION

- **Languages:** Arabic & English
- **Certifications:**
 - Executive Assistant — Communicate Effectively — Droob
 - Executive Assistant on Demand — CPD
 - Management Basics — Droob
 - Human Resources Basics — Riadah
 - Secretarial & Office Administration — Udemy