

Hessa Saleh Al-Khalidi

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Professional Summary

Highly accomplished Administrative Professional with over 6 years of diversified experience in education, corporate, and non-profit organizations. Proven record in office management, administrative coordination, data entry, and social media administration. Skilled at streamlining workflows, enhancing communication between departments, and ensuring operational efficiency. Adept in Microsoft Office Suite (Word, Excel, PowerPoint), digital transformation tools, and remote work technologies. Completed over 40 professional training programs, making me a highly versatile and results-driven professional. Recognized for time management, problem-solving, adaptability, and strong interpersonal communication.

Education

Bachelor's Degree in Islamic Studies – King Faisal University

Professional Experience

Administrative Officer – First Secondary School, Al-Ahsa | 2 Years

Managed school-wide operations, student records, official correspondence, and event coordination. Supported academic staff with scheduling, exam preparation, and data management. Improved documentation accuracy and reduced errors by 20%.

Administrative Assistant – Al-Habib Trading Company | 2 Years

Handled filing systems, documentation, and office correspondence to improve efficiency by 25%. Coordinated procurement, maintained supplier relationships, and assisted HR and finance departments. Streamlined communication processes and reduced turnaround time for key tasks.

Social Media Manager – Son Housing Association | 1 Year

Developed and executed content strategies that increased engagement by 30%. Managed social media campaigns, created promotional materials, and tracked performance metrics to optimize brand presence.

Data Entry Clerk – 7 Months

Accurately entered, updated, and maintained large datasets with 99% accuracy. Ensured confidentiality and compliance with data protection standards.

Office Manager & Administrative Services Coordinator – 1 Year

Managed scheduling, meetings, and office procedures to improve workflow efficiency by 20%. Maintained office supplies, vendor relationships, and operational records.

Certifications & Training

Administrative & Management Skills

• Time Management & Life Planning • Decision-Making Skills • Professional Ethics • Goal Setting • Career Development • Human Resources Essentials • Problem-Solving Skills

Technical Skills

• Advanced Excel & Word • Microsoft Office Suite • Digital Transformation Tools • Internet & Email Fundamentals • Word Processing • Data Management

Personal Development

• Social & Emotional Intelligence • Negotiation Skills • Conflict Resolution • Creative Thinking • Communication Skills • Leadership Development

Volunteer & Community Engagement

- Organized charity events and fundraising campaigns, benefiting over 300 community members.
- Participated in educational awareness programs and training workshops, impacting over 200 participants.

- Provided administrative support for cultural, educational, and non-profit events.

Key Skills

Administrative Skills: Office Management, Document Control, Event Planning, Scheduling, Procurement Coordination

Technical Skills: Microsoft Word, Excel, PowerPoint, Data Entry, Social Media Tools, Remote Work Platforms

Interpersonal Skills: Communication, Team Collaboration, Negotiation, Problem-Solving, Adaptability, Time Management, Leadership