

RIMAS ABDULLAH ASIRI

+966 55 633 1050

Rimas.Asiri@outlook.com

Abha, Saudi Arabia

SUMMARY

Motivated and detail-oriented Business Administration graduate with a strong academic record and practical experience in administrative support. Proven ability to manage tasks such as data entry, client communication, and reporting. Skilled in office tools and business processes, with a focus on accuracy, organization, and teamwork. Eager to contribute to an administrative or business support role within a dynamic organization.

EXPERIENCE

Administrative Assistant (Intern)

Asir Region Municipality – Abha, Saudi Arabia August 26, 2024 – December 19, 2024

- Entered and managed data across internal systems
- Sent professional emails and official correspondence
- Communicated with clients and followed up on inquiries
- Prepared and submitted routine reports
- Operated the organization's internal electronic system efficiently

EDUCATION

King Khalid University | 2023-2025

Diploma Business Administration

GPA: 4.81

COURSES

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|------------------------------------|---|
| •Professional Interview Skills | •Effective Customer Communication |
| •Business Writing in the Workplace | •Risk Management |
| •Career Essentials | •Strategic Planning for Organizations |
| •How to Write a Professional CV | •Introduction to Cooperative Training Program |
| •Introduction to Human Resources | •HR Strategic Planning Overview |
| •Organizational Excellence | |

SKILLS

Hard Skills

- Microsoft Office (Excel, Word, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Time Management Tools (e.g., Trello, Calendars)
- Budget Preparation and Financial Reporting
- Financial Analysis

Soft Skills

- Critical Thinking
- Teamwork
- Verbal and Written Communication
- Time Management
- Problem Solving
- Adaptability to Change
- Flexibility
- Creativity
- Decision Making
- Working Under Pressure

LANGUAGES

- Arabic: Native
- English: Intermediate to Fluent