

Maram Alanazi

554844609 | maram_al34@hotmail.com | Saudi Arabia

Experience

Parsons Corporations | Tabuk, Shрма

Administrative Assistant/Receptionist | 01/2025 - Present

Answer and direct phone calls, emails, and correspondence.

- Schedule and coordinate meetings, appointments, and travel arrangements.
- Prepare and organize documents, reports, and presentations.
- Maintain and update filing systems, databases, and records.
- Greet and assist visitors and clients in a professional manner.
- Handle incoming and outgoing mail and deliveries.
- Monitor office supplies and place orders when necessary.

Aysha Alanazi

Accounting

Preparing and analyzing financial reports and statements.

- Managing accounts payable/receivable and reconciliations.
- Ensuring compliance with accounting standards and tax regulations

Grand Millinume hotel | Tabuk

Costumer Service

Handling customer inquiries and providing accurate information.

- Resolving complaints and ensuring customer satisfaction.
- Processing orders, returns, and service requests.
- Maintaining records of customer interactions

Skills

Customer service, Communication skills, Microsoft excel, Microsoft word, English

Education

University of Tabuk | Tabuk

English language