SAAD BIN NASSAR
EXECUTIVE ADMINISTRATOR

CONTACT

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📍 Riyadh, Saudi Arabia

PROFILE SUMMARY

Experienced and results-driven Executive Administrator with a proven track record in developing and executing successful executive strategies. I am seeking a challenging role where I can contribute my skills in planning, team leadership, and creative problem-solving to achieve business objectives.

EDUCATION

2022 - Present
PORTLAND STATE UNIVERSITY
- Computer Science

2021 - 2022
WESTERN OREGON UNIVERSITY
- Computer Science

2006 - 2008
AL-ENAYAH HIGH SCHOOL
- High School Certificate

SKILLS

- Effective Organization
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English: Fluent
- Arabic: Fluent
- ILETS, PORTLAND, OR USA English Language Certificate

WORK EXPERIENCE

Asalaam Private Security, Riyadh   JAN.2018 - AUG. 2019

HR Management

- Manage the schedules and calendars of the CEO and other senior executives.
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials

Wataniya Insurance Compan, Riyadh   Dec..2014 - Jul. 2016

Archive Manager

- Overseeing the acquisition and cataloging of archival materials.
- Implementing strategies to protect and conserve documents from deterioration
- Ensuring that records are easily accessible to authorized users while maintaining security.

Saudi Electricity Company, Riyadh   April 2011 - Dec. 2014

Meter Reader

- Accurately recording electricity consumption data from residential and commercial meters on a regular basis.
- Inputting meter readings into the company's database to ensure accurate billing.

TECHNICAL SKILLS

- Technical Voice Assistant and Live Broadcasting for the ZOOM service Trained on audio devices and cameras in the IT department of the Business College at Portland State University from 2022 to 2023.
- trained in the maintenance of printing and copying devices in the IT department of the Business College in 2024 at Portland State University.