

# Ahmed Mohammed Fraj

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## Professional Summary

Highly organized Administrative Assistant with strong background in executive office management, secretarial tasks, and administrative support. Skilled in improving daily operational efficiency, preparing reports, managing correspondence, and providing exceptional client service. Adept at working under pressure with strong communication and leadership skills.

## Skills

- Administrative Support & Office Management
- Executive Secretarial Tasks
- Communication & Interpersonal Skills
- Customer Service Excellence
- Leadership & Creative Problem-Solving
- Report Writing & Official Correspondence
- Training of Trainers (TOT)
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

## Experience

### Intern – Human Resources Department

Mahail General Hospital, Mahail Asir, Saudi Arabia | 6 Months

- Assisted in organizing employee files and entering data into HR systems.
- Supported in preparing employment reports and tracking employee records.
- Helped organize job interviews and prepare required documents.
- Contributed to updating HR administrative policies and procedures.
- Learned basics of payroll, benefits, and incentives management.

## Education

Bachelor's Degree in Business Administration – King Khalid University, 2025

Graduated with Honors

## Certifications

- Data Entry & Word Processing Certificate
- English Language Certificate (Intermediate/Advanced)

## Languages

- Arabic (Native)
- English (Intermediate/Advanced)