**Duaa Al-Ghamdi**

Administrative

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# SUMMARY

# A dedicated Contracts Specialist specializing in administrative management excels in overseeing contract lifecycles from drafting through to closure. Proficient in utilizing advanced administrative tools and systems, they ensure compliance with legal standards and optimize organizational processes. Their strong communication and negotiation skills facilitate productive vendor relationships and efficient resolution of contractual issues. With a focus on meticulous documentation and streamlined workflows, they contribute significantly to operational efficiency and organizational success.

# EXPERIENCE

# Holiday Inn Hotel | Saudi Arabia

# Contracts Specialist | 14 February 2023 - Present

* Prepare detailed event quotations, meeting client needs and budgets.
* Efficiently manage client data using advanced Excel skills.
* Provide prompt, professional responses to calls and emails.
* Conduct effective in-office client meetings, assigning clear tasks for event execution.

# Wardat Al Bayan Company | Saudi Arabia

# Debt Collector | 18 March 2021 - 16 November 2022

* Contact clients to follow up on overdue payments, ensuring timely resolution.
* Utilize Excel for accurate and organized input of client-specific data, maintaining data integrity.
* Maintain professional communication standards during client interactions, fostering positive relationships and prompt resolution of inquiries.

**High Charter Agency | Saudi Arabia**

# Translator - Trainee | 16 September - 30 October

* Proficiently translate articles between Arabic, English, and French.
* Skillfully write invitations in Arabic, English, and French.
* Ensure accuracy and clarity in both translation and invitation writing across all languages.

# EDUCATION

# Princess Nourah bint Abdulrahman University | Saudi Arabia

# Bachelor's Degree in French language | 2022

# OTHER

* **Certificate:**
* Microsoft Office Certificate | Pearson.
* **Courses:**
* Financial Accounting Course | Ministry of Finance.
* Principles of Human Resources Course.
* Customer Service Basics Course.
* **Technical Skills:**
* Office Software.
* Database Management.
* Document Management.
* Typing and Data Entry.
* Report Generation.
* Project Management.
* Contract Drafting and Review.
* Legal and Compliance Knowledge.
* **Soft Skills:**
* Communication.
* Problem-Solving.
* Attention to Detail.
* Decision-Making.
* Time-Management.
* Flexibility and Adaptability.
* Collaboration and Teamwork.
* **Languages**: Arabic, English, French.