Sahar Ahmed Otaif



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# SUMMARY

# I am an Administrative Assistant, with a Bachelor's Degree in Islamic Call and Culture. I have strong organizational and communication skills, ensuring efficient office operations and client support. I have strong skills in administrative assistance, customer service. My goal is to contribute to a dynamic work environment with professionalism and dedication.

# EXPERIENCE

# Ahmed Atef Law Office | Saudi Arabia

Administrative Assistant | January 2022 - January 2024.

* Managed schedules, appointments, and correspondence for attorneys.
* Handled client inquiries and provided administrative support.
* Coordinated meetings, court filings, and office operations.
* Organized and maintained legal documents and case files.

# EDUCATION

# Umm Al-Qura University | Saudi Arabia

Bachelor's Degree in Islamic Call and Culture | 3.33 Out of 4.00 | October 2018 - September 2022.

* Study comparative religions and interfaith dialogue to promote understanding.
* Acquire skills in effective preaching, communication, and religious guidance.
* Learn to apply Islamic teachings to contemporary social and cultural issues.
* Develop a deep understanding of Islamic principles, teachings, and history.

# OTHER

* **Courses:**
* Worker Culture According to the Saudi Labor System Course | Doroob | 2024.
* Effective Communication with Customers Course | Doroob | 2024.
* Excel Programs Course (Word, PowerPoint, Excel) | 2024.
* Cyber ​​Security Course | Facilities Academy | 2024.
* Information Security Course | Doroob | 2024.
* **volunteering:**
* Volunteer | Cardiopulmonary Training Session | Ministry of Health.

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| * **Hard Skills:** | * **Soft Skills:** |
| * Data Entry. * Calendar Management. * Document Filing. * Report Writing. * Office Administration. * Meeting Coordination. * Records Management. * Email Handling. * Travel Arrangements. * Microsoft Office. | * Time Management. * Communication Skills. * Problem-Solving. * Critical Thinking. * Attention Detail. * Adaptability Skills. * Customer Service. * Team Collaboration. * Decision-Making. * Professional Etiquette. |

* **Languages**: Arabic, English