

ABDULSALAM BAMAGOUS

ADMINISTRATIVE OFFICER & DOCUMENT CONTROL

PROFESSIONAL SUMMARY

A highly motivated Administrative Assistant with strong skills in task coordination and document organization in accordance with established administrative standards. Possesses excellent communication abilities, time management, and teamwork skills, along with proficiency in modern office systems and computer programs. Eager to grow professionally and gain new experiences and skills that contribute to enhancing performance and supporting the achievement of organizational goals.

CONTACT

Phone: +966564628570

Email: abdulsalamsb@hotmail.com

Address: Saudi Arabia - Jeddah

Nationality : Saudi

WORK EXPERIENCE

ADMINISTRATIVE OFFICER & DOCUMENT CONTROL | Jan 2025-Presnt

Dar Al Riyadh - Operation and maintenance project

- Receiving and Recording Documents
- Maintaining Document Confidentiality
- Managing appointments and calendars
- Internal and external communication
- Preparing correspondence
- Carry out procedures for the employee's commencement date and delivery of the required documents

Customer service officer| Sep 2024 - Dec 2024

premium food company

- Responding to Inquiries: Handling customer inquiries via phone, email, or live chat
- Problem Solving: Providing support and quickly resolving issues that customers face.
- Recording Complaints: Documenting customer complaints and feedback and forwarding them to the relevant departments for service improvement.

Cashier | Sep 2023- Sep 2024

Pillars company

- Assist with preparing daily, weekly, and monthly financial reports.
- Follow all restaurant policies and procedures.
- Participate in team meetings and training sessions.

Waiter and Reservations Coordinator | Jun 2021- Aug 2021

Pillars company

- Customers service
- Confirming reservations and receiving guests
- Quality control to the highest standards

Supervisor | 2020- 2021

Qoot company

- Supervise and coordinate the activities of staff members.
- Assign tasks and responsibilities to employees.
- Ensure smooth daily operations by overseeing workflow and addressing any issues that arise.

Human Resources Assistant | Oct 2018- Apr 2019

Qoot company

- Provide general administrative support to the HR department.
- Review and record data from employment contracts.
- Coordinate the processing of leave requests, resignation forms, and contract agreements.

EDUCATION HISTORY

AL Baha University | 2020-2023

Bachelor of General biology

- GPA: 3.22 of 4

King Abdul Aziz University | 2024-Presnt

Diploma Degree in Public Administration

CERTIFICATION

- English STEP
- Employee Relations Specialist
- Introduction to Human Resources
- Aconex document management software
- Communicate Effectively with Customers
- Basics of Management

LANGUAGES



SKILLS

- Effective Communication
- Problem-Solving Flexibility and Adaptability
- Team work
- Management
- Document control
- Attention to detail
- Microsoft Office
- Communication skill
- Responsibility