

SARA ALHARBI

Administrative Coordinator

Riyadh, Saudi Arabia | sara.example@example.com

PROFESSIONAL SUMMARY

Administrative coordinator with experience organizing records, tracking customer requests, and preparing weekly updates. Skilled in Excel, document control, and clear communication across teams.

PROFESSIONAL EXPERIENCE

Administrative Coordinator | Example Services Co.

January 2025 - Present | Riyadh, Saudi Arabia

- Maintain an Excel register of customer requests, including owners, due dates, and current status.
- Prepare weekly progress summaries and flag overdue actions for the team supervisor.
- Organize shared project files and check that document names and version numbers are consistent.

Administrative Intern | Example Operations Co.

June 2024 - August 2024 | Riyadh, Saudi Arabia

- Recorded meeting notes, maintained action lists, and followed up with the responsible teams.
- Checked routine forms for missing information before forwarding them for review.

EDUCATION

Bachelor of Business Administration

Example University | 2024

SKILLS

Microsoft Excel | Microsoft Word | Record keeping | Document control | Customer communication | Meeting coordination

LANGUAGES

Arabic: Native | English: Professional working proficiency