[FULL NAME]

Administrative Assistant | Scheduling · Records · Office Support

[City, Country] | [Phone] | [Email] | [LinkedIn / Portfolio]

PROFESSIONAL SUMMARY

Organized administrative assistant with [X] years supporting [executives / teams] with scheduling, correspondence, and records. Cut [process] time by [X]% and maintained accurate files for [X]-person office.

WORK EXPERIENCE

Administrative Assistant | [Company] | [MM/YYYY] – Present

- Managed the calendar and travel for [X] executives, handling [X] meetings per week.
- Digitized [X] files, reducing retrieval time by [X]%.
- Coordinated [X] events/meetings with [X] attendees.

EDUCATION

Diploma / B.A. in [Field] | [Institution] | [Year]

SKILLS

Office: Calendar & travel management, Document control, Correspondence, Meeting minutes

Systems: MS Office (Word/Excel/Outlook), Document management systems, Arabic & English typing

CERTIFICATIONS

MS Office Specialist | [Year]

[Office administration course]

KEYWORD CHECKLIST (DELETE BEFORE SENDING)

Use the exact wording from the job post where true for you: scheduling, calendar management, document control, MS Office, correspondence, minutes of meetings, filing, travel coordination.