

SAUD HASSAN AKKAM

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PROFESSIONAL SUMMARY

Administrative Professional with over three years of experience supporting business operations, administrative control, documentation management, compliance, and process improvement. Skilled in coordinating cross-functional teams, preparing management reports, maintaining accurate records, and optimizing administrative workflows. Proficient in Microsoft Office, especially Excel, with excellent organizational, communication, and problem-solving abilities.

CORE COMPETENCIES

- Administrative Support
- Office Administration
- Document Control
- Records Management
- Compliance
- Reporting
- Workflow Coordination
- Process Improvement
- Microsoft Office
- Customer Service
- Data Entry
- Arabic-English Translation

PROFESSIONAL EXPERIENCE

Administrative Control Manager | Dossar Al Arabia, Jazan | Jun 2022-Jun 2025

- Coordinated administrative operations across multiple departments, ensuring efficient workflow execution and timely completion of daily business activities.
- Maintained accurate and confidential records while ensuring compliance with organizational policies and document control procedures.
- Monitored compliance with company procedures.
- Prepared operational and administrative reports to support management decision-making and improve business efficiency.
- Facilitated communication between departments to improve collaboration and streamline administrative processes.
- Developed and maintained organized filing systems that improved document accessibility and record accuracy.

EDUCATION

Bachelor of Arts in English Language, Jazan University (2021) | GPA: 4.15/5.00

CERTIFICATIONS

- Cyber Security Training
- Stress Management in the Workplace
- Customer Service Principles
- Effective Customer Communication

TECHNICAL SKILLS

- Microsoft Office
- Administrative Reporting
- Document Management

LANGUAGES

- Arabic (Native)
- English (Professional Working Proficiency, STEP: 84)