Shouq Alateeq

Administrative

Phone: 0553194994 | Email: Shoug_@outlook.sa

Objective

Seeking an administrative position where I can utilize my experience in employee affairs, government systems, and organizational support to contribute to operational efficiency and team success.

Professional Summary

Highly organized Administrative with strong experience in employee affairs, government platforms, and document management. Adept at coordinating administrative operations, ensuring data accuracy, and supporting cross-functional departments. Proven ability to manage deadlines, handle sensitive information, and maintain smooth workflow within corporate environments.

Work Experience

Administrative Employee – Zamil O&M; (ZOMCO)

Jan 2023 – Present

- Utilize government platforms and systems
- Follow up on employee affairs and maintain records
- Process and manage government payments
- Coordinate with project managers to fulfill requests
- Prepare and submit monthly reports to the finance department for payment liquidation
- Handle government operations including: Residence permit renewal, Issuance of Iqama/residency cards, Passport updates, Exit and exit-reentry visas

HR Officer – OST (Operation Solutions Technician Company)

2019 – 2022

- Issued employment contracts and job offers
- Prepared and delivered employee warning letters
- Recorded, updated, and maintained employee data
- Managed and organized employee personnel files

Education

Bachelor of Social Work – Imam Mohammad Ibn Saud Islamic University (2019)

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Time Management & Ability to Work Under Pressure
- Problem Solving

- Attention to Detail
- Employee Relations

Courses

- Introduction to HR Tasks
- Saudi Labor Law
- Professional Job Interview Skills
- Customer Service Excellence

Languages

- Arabic: Native
- English: Advanced