

Maisa Sabri

Data entry and document manager

 0562168116

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 KSA, Riyadh

A multi-skilled administrative professional with +10 years of practical experience across diverse fields, including television editing, customer service and sales, driving instruction, and executive secretarial support, as well as document control and project records management within the construction industry. I possess strong organizational, time management, and communication skills, with a proven track record of providing administrative support, coordinating across teams, and ensuring efficient business operations. I am committed to continuously developing my professional skills and contributing to organizational success through my diverse experience, positive attitude, and ability to adapt to different work environments.

• Experiences

Executive Secretary & Project Document Controller

2023-2025

Saad Said Assa'edi Contracting Company - KSA

- Monitored and reviewed all project-related documentation to ensure compliance with established standards, and coordinated correspondence among project teams.
- Organized management meetings and schedules, and coordinated travel arrangements and bookings.
- Prepared periodic reports and maintained accurate records.

Executive Secretary

2022-2023

AlQnadeel Engineering Contracting - KSA

- Organized, maintained, and archived project files and documentation.
- Provided executive administrative support and managed correspondence between the company and external parties.

Driving Instructor

2018-2022

Princess Nourah University - KSA

- Provided practical driving instruction and delivered theoretical training to learners.

Sales And Design

2016-2017

Kitchen furniture store - Jordan

- Received clients and provided detailed explanations of different types of wood used in design and production.
- Presented 3D visualization models of the required kitchen design to clients.
- Followed up with clients after sales and coordinated with the installation department to ensure proper execution and customer satisfaction.

Television Editing and Archiving

2009-2016

Jasco Media City - Jordan

- Cutting and arranging video footage according to the script or director's instructions.
- Removing errors and unnecessary scenes.
- Adding appropriate transitions and visual effects.
- Inserting on-screen text, titles, and subtitles.
- Synchronizing audio with video and adjusting sound quality.
- Adding music and sound effects when needed.
- Saving and systematically archiving files and projects.

Education

- Diploma in Cinema and Television
AlKhawarizmi - Jo, Amman

2009

Skills

- Adobe photoshop
- Adobe premiere
- Computer skills
- Microsoft Excel & Word