

Mohammed Abubakr Ribat

Administrative Assistant | Data Entry & Office Administration Specialist

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Jeddah, Saudi Arabia

Mohammed Ribat

PROFESSIONAL SUMMARY

Highly experienced Administrative Assistant and Data Entry Specialist with more than 10 years of hands-on experience supporting administrative and office operations in both governmental and private-sector environments. Proven expertise in office administration, data entry accuracy, report preparation, document control, records archiving, and administrative coordination. Demonstrated ability to manage official correspondence, scheduling, filing systems, and government administrative platforms with high attention to detail. Known for strong time management, multitasking, problem-solving skills, and the ability to work under pressure while maintaining confidentiality and operational efficiency.

EDUCATION

Diploma in Computer Network Technology

Dec 2020

- Technical and Vocational Training Corporation (TVTC) – Saudi Arabia

WORK EXPERIENCE

Administrative Assistant / Data Entry Clerk

Apr 2018 – Feb 2025

- Al-Yamama Company for Trading & Contracting
- Accurately performed data entry and processing of project documentation, records, and extracts, ensuring compliance with internal policies and procedures.
- Prepared, reviewed, and maintained administrative, operational, and periodic reports to support management decision-making.
- Managed official correspondence, email communication, and administrative transactions using approved internal and government systems.
- Developed and maintained organized electronic and paper filing systems, ensuring document accuracy, traceability, and easy retrieval.

Administrative Assistant / Data Entry Clerk

Jan 2013 – Nov 2017

- Al-Majal Al-Arabi Environmental Services Company
- Coordinated daily office operations, schedules, calendars, and administrative workflows.
- Prepared meeting minutes, official letters, reports, and administrative summaries in a professional and timely manner.
- Handled incoming calls, emails, and formal inquiries, providing accurate information and administrative support.
- Supported document control, filing, and office organization, contributing to efficient workflow and service delivery.

PROFESSIONAL CERTIFICATIONS & TRAINING

- Diploma in Computer Network Technology – Pioneer Bestowal Training Institute – 2020
- Professional Registration Certificate (Computer Technician) – Saudi Council of Engineers (SCE) – Valid until October 2024
- Executive Secretary & Office Management Course – International Academy for Human Development – 2017
- PMO (Project Management Office) – Introductory Course – Society of Sudanese Engineers in Saudi Arabia – 2016
- Data Entry & Word Processing Certificate
- Experience Certificate – Data Entry Clerk – Jeddah Municipality (General Directorate of Cleaning Projects)
- Experience & Clearance Certificate – Al-Yamama Company – 2025

CORE SKILLS

- Administrative Support & Office Management
- Official Correspondence & Email Management
- High-Accuracy Data Entry & Record Management
- Government Administrative Systems
- Report Preparation & Documentation
- Time Management, Prioritization & Multitasking
- Microsoft Office (Word, Excel)
- Ability to Work Under Pressure & Meet Deadlines
- Document Control & Archiving Systems

LANGUAGES

- Arabic Native

- English Intermediate