

# Taghreed Al-Saleh

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## PROFILE

I seek experience and develop my skills and start my career in order to present success to the workplace and myself.

## EDUCATION

2018 – 2020

**Diploma degree of Business Banking**, Institute of Public Administration – Riyadh.

- GPA 4.68 of 5

## EXPERIENCE

- Executive Secretary

Jun 2021 – Present

**Saudi Exports Development Authority** , for General-Secretary Office.

- Branch Supervisor

Aug 2019 – Mar 2020

**Home Sweet Corporation** , for Marketing and Sales.

- Co-operative training

Jan 2020 – Apr 2020

**Trade Operation**, Samba Financial Group.

## SKILLS & LANGUAGE

- Microsoft Office.
- Data entry.
- Effective time management.
- English Language.
- Solving problem.
- Ability to work under pressure.
- Customer service.
- Time management.

## CERTIFICATES

- Job codes of conduct and work ethics.
- VAT in light of the kingdom's 2030vision.
- Budget management.