

HAMAD ABDULLAH ALMALKI

CONTACT

✉ Hamad.abdullah.almalki@hotmail.com

📍 jeddah

☎ +966556023623

🌐 hamad-almalki

OBJECTIVE

Contribute to the success of any organization by making full use of my skills and knowledge in the field of secretarial and Microsoft office.

EDUCATION

Diploma in Executive Secretary
Institute of Public Administration
jeddah
With GPA (4.52) Excellent

EDUCATIONAL TRAINING

East Jeddah General Hospital
2022

SKILLS

Time Management
Communication
Problem solving
Teamwork
Leadership

TRAINING COURSES

Reporting course

Ethrai
2022

Emotional intelligence and society
course

Edraak
2022

Executive Secretariat Series -
Continues effectively

Doroob
2020

Recovery and extraction

Ethrai
2020

Creative Secretarial Skills

Ethrai
2020