



## SUMMARY

I am looking for a job that develops my secretarial skills and is filled with people with good experience.

## EDUCATION

Institute of public administration

Dec 2020

Executive secretary

GPA: 4.9

## SKILLS

Microsoft office  
keyboard typing  
proficiency with social media  
event organizers  
logo design

## CERTIFICATE

Experience  
Planning in HR  
STEP test  
(64)

## PIREONAL INFO

Ashjan Abdullah Al- jbr

Female

9/14/1999

Saudi

## CONNECT

0509756760

Ashj.19@hotmail.com

## EXPERIENCE

Cooperative Training 6 weeks in Technical College "Girls"  
(executive secretary)

(managing social media accounts) with such a business account

General Authority for Statistics (Quality Researcher)  
for 127 days without a weekend (7may to 21 September 2022)

nasban group (secretary) since 2 October 2022 (currently)

## LANGUAGE

Arabic  
English  
Turkish