

MOHAMMED ALBESHER

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Riyadh . RIYADH Kingdom of Saudi Arabia

26 / 4 / 2002

Nationality: Saudi

Matrrial Status: Single

Gender: Male

Languages

• Arabic

• English

Executive secretary

Professional Summary

A recent graduate with a high diploma from the Institute of Public Administration, good at using computers and analytical thinking. I am able to plan appropriate goals and work on more than one task at the same time. In addition to the ability to deal with rapid changes in work priorities and the ability to make decisions through planning and organization. I want to work in a field that allows me to be creative, which contributes to the development of my capabilities and abilities.

Education

Diploma Executive secretary , Institute of Public Administration

October 2020 - Current Student Riyadh . Kingdom of Saudi Arabia

Skills

- Management and organisation skills.
- the ability to type 33 words per minute.
- good computer skills, specifically the Word program, Excel and database programs.
- good knowledge of management, organisation and • • • organisational works .
- office work skills.
- multitasking skills.
- tact in style.
- dealing with tools Office equipment including typing and mail Good.
- customer service skills Good.
- interpersonal and communication skills.
- Good level of English.
- Precise attention to detail Decision making and report writing skills

Training Courses

English language , English place academy

January 2020 - June 2020 Riyadh , Kingdom of Saudi Arabia