



FELWA MOHAMMED ALSHOHAIL

Executive secretary

Work experience

- completed my collaborative field training in the Institute of Public Administration .
- worked as a social insurance and human resources development fund officer in the Saudi Automotive Services Company " SASCO "
- worked as secretary in Saudi Economic Association (SEA)
- Project management coordinator in Heights Company

Education

- Specialization of Executive Secretary from the Institute of Public Administration

Certificates

- HR Specialist Certification
- Zakat & Tax Accounting Certification
- Digital Marketing Basics Certification
- PR Management Specialist Certification
- Legal Proceedings before the Board of Grievances
- Job Performance Management
- HR Planning
- Information Security Basics
- Public Office Crimes
- Cybercrimes
- Effective Presentation Skills
- Governmental Financial Reports
- Financial Accounting Principles
- Social Media Accounts Management Specialist
- HR Specialist Training & Rehabilitation
- Certificate in Cyber Security and Information Crimes
- Certificate of English skills in business administration
- Public Relations Management Certificate

Languages

- English
- 한국어

My goal

I want to work in executive secretary position in your reputable organization and for expanding my knowledge, learnings, experience, and skills in this field.

Contact

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