

Saif Saad Almudahi

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KSA/ Riyadh

1992

Saudi Arabia



Education

- IPA Executive secretary
GPA 4.71/5 in 2016.



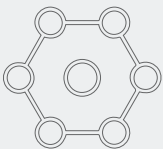
Objective

Highly dependable and ambitious Executive secretary looking for a Position to utilize my administrative and clerical skills in order to provide effective support to the executives.



Software

MS word advanced.
MS PowerPoint Advanced.
Outlook Advanced.
Excel skilled.



Skills

- E- government
- Subordinates interaction
- Communication
- Self-motivation
- Resourceful
- Adaptability
- Time management
- Office management.

Experience



- stores of management at ministry of agriculture 2011 to 2017.
- Data entry
- Cover for Secretary of General manager.
- Coop trainee at Customs 04-2016 to 05-2016.
- Secretary for recruitment manager.
- Executive secretary at Gulf health council from 2017 to 2019.
- Secretary for administrative affairs department.
- Secretary for project management office.
- Cover for Secretary of General manger.

Training Courses



- English course in New Zealand from 8th June 2015 To 31st July 2015.
- Costumer communication skills course.
- Project management skills course.
- Planning and administration for project with professional way course.

Languages

English Arabic

