



# HALA AL-Dossary

## Administrative

### *Profile*

Highly assertive, competent, and ambitious Administrative. Having a unique approach to solve problems. I am looking to obtain a rewarding and challenging position in a leading reputable organization, where I could invest my knowledge and interpersonal capabilities.

## EXPERIENCE

### Administrative

Arab National Bank (anb)

**03/2014-03/2015**

- Answering phone calls and redirecting them when necessary.
- Managing the daily/weekly/monthly agenda and arranging new meetings and appointments.
- File and update contact information of employees, customers, suppliers and external partners
- Make travel arrangements, document expenses and hand in reports.

## COURSES


- Personality Analysis Through Colors.
- How to be a good volunteer.
- Photography is part of the culture.
- Industry of invention's pioneers.

## LANGUAGES

English –Good

Arabic -Mother tongue

 0597001784

 halahmubark@gmail.com

## EDUCATION

DIPLOMA IN Programming and Data Bases

King Saud University

2009-2014

## CERTIFICATION

Certification Cambridge certificate for information technology

## SKILLS

- Proven work experience as a secretary or administrative Assistant
- Multi-tasking and time management capability
- Eager learner
- Excellent written and verbal communication skills.
- Proficiency in MS Office