

Abdulaziz Alomar

Executive Secretary

Contact

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Address

Saudi Arabia, Riyadh

Education

Diploma

Institute of public administration
Executive Secretary

2020-2023

Expertise

- [Alawwal Bank](#)
- Naqel company

Language

Arabic
English

Experience

PROFILE

A fresh graduate Executive Secretary student from Institute of Public Administration (IPA) with strong academic achievement. Possess good typing and Microsoft Office (MSO) skills. Looking for an opportunity that would enable me to develop my skills as well as being a valuable member to achieve the organization's vision.

PROUD TO BE

Organized

Effective person, always looking forward to gain new skills constantly.

Planning

Accurate analyzing problems before making decision, prepare alternatives.

Teamwork

Set goals, prioritize objectives that aligns with the team.

SKILLS

Decision making skills
Communication skills
Multitasking skills
Problem solving skills
Time management skills

Training Courses

Planning management
Professional Email writing