

FAISAL FAHAD ALMASOUD

CONTACT

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SKILLS

- Incoming and outgoing mail management
- Ability to use computer applications in office work accurately and proficiently, such as Word, Excel, and Access
- Transcription and word processor in Arabic and English using touch method
- Work positively with others efficiently and effectively.
- Can carry out simple accounting operations accurately and proficiently.
- Organize and save documents accurately and proficiently.

VISION

Achieving achievements, self-development, and the desire to gain experience Practical and scientific.

Seeking to join a professional work environment To develop scientific and practical skills, and practice specialization, Contribute to community service and make efforts in the field of work.

EDUCATION

Diploma: Executive Secretary,
The Institute of Public Administration - Riyadh,
Saudi Arabia- Awarded in, 6/2022 – with grade,
(3,88) out of (5) .

CERTIFICATIONS

- Creative secretarial skill Training - 23 April 2022
- Basics of Administration Training - 18 April 2022
- Digitization Techniques for archival documents Training - 16 April 2022

LANGUAGES

Arabic: Native language

English:

B1

Intermediate

EXPERIENCE

- Matager Finance Co.

Job Title: Executive Secretary,
started, 2022 , until, 2023 -