



فيصل المسعود

Executive Secretary

مناجر للتمويل at

Location: Riyadh, Saudi Arabia
Education : Diploma, Executive Secretary
Experience: 7 Months

CONTACT

Location: Riyadh, Saudi Arabia
Name: فيصل المسعود
Mobile Phone: +966.502078766
Country: Riyadh, Saudi Arabia
Email Address: faisalmasoud66@gmail.com

LAST CV UPDATE: 2023-04-08

REF.: CV81853471

TARGET JOB

Target Job Title: Executive Secretary
Career Level: Entry Level
Target Job Location: Saudi Arabia
Notice Period:

PERSONAL INFORMATION

Date of Birth 10 April 1994 (Age: 29)
Gender Male
Nationality Saudi Arabia
Additional Nationalities -
Residence Country Riyadh, Saudi Arabia
Visa Status Citizen
Name in Arabic فيصل المسعود

Marital Status -

EXPERIENCE (7 MONTHS)

September 2022 - March 2023

Executive Secretary

مناجر للتمويل at

Location: Riyadh, Saudi Arabia

Company Industry: Financial Services

Job Role: Secretarial

null

EDUCATION

Diploma, Executive Secretary

at Institute Of Public Administration - Saudi Arabia

Location: Riyadh, Saudi Arabia

June 2022

SKILLS

typing

Level: (Intermediate)

mail

Level: (Intermediate)

outlook

Level: (Intermediate)

office work

Level: (Intermediate)

microsoft powerpoint

Level: (Intermediate)

office management

Level: (Intermediate)

LANGUAGES

English

Level: (Intermediate) | **Experience:** More than 10 years

Arabic

Level: (Native) | **Experience:** More than 10 years