



ABDULAZIZ ALAMRANI
Executive secretary

It is my keen desire to work in a growth and mature organization and utilize and develop my capabilities and skills to participate efficiently in achieving the organization objectives and to participate in achieving KSA 2030 Vision.

Contact Info

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	Riyadh
	Saudi Arabia
	Saudi

Skills

- Communication Skills
- Time Management
- Managing Documentation
- Typing speeds 40 words per minute
- Helps prepare office budget
- Coordinates office management activities
- Handle information requests

Languages

English	Good
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Links

linkedin	raz111
twitter	azalamrani

Experience

11/2018 - Current

SAUDI COMMISSION FOR HEALTH SPECIALISTS Executive Secretary - Office Manager

- Organize and schedule appointments for meetings or interviews with Investment and Business Development Director General.
- Create and archive SCFHS Investment documents related to business and administrative affairs.
- Receive or make calls related to the business follow up and administrative request.
- Preparing and arranging the incoming or outgoing correspondence, and referring the incoming correspondence to the competent authority after presenting it to Investment and Business Development Director General.
- Supporting all Investment and Business Development Team, and following up the implementation of any decisions issued by the management.
- Drafting and keeping any minutes or reports related to management meetings.
- Executing any other tasks that may be assigned by the management such as managing the data entry in ERP System.

02/2018 - 11/2018

SAUDI ARABIA ROYAL COURT Executive secretary

- Receive incoming and outgoing related issues.
- Organize General Department meetings and appointments.
- Alert manager about new meetings.
- Prepare confidential and sensitive documents.
- Direct the general public to the appropriate staff member.
- Handle information requests.

11/2017 - 02/2018

CAPITAL MARKET AUTHORITY Executive Secretary As Trainee

- Organize and schedule appointments for meetings with AGENCY OF LISTED INVESTMENT COMPANIES.
- Supporting financial reporting and billing with Agency.
- Coordinate and organize office services, such as: records with TADAWUL, financial statements, budget, and personnel issues.
- Work on ERP system.

Education

01/2018

Institute of Public Administration Diploma - Executive Secretary

Skills I obtained via Executive Secretary Diploma:

- Performs secretarial duties in the governmental and private sectors efficiently and effectively.
- Copies and processes texts in both Arabic and English using a tactile method at a speed of no less than (20) correct words per minute, efficiently and effectively.
- Organizes and manages offices efficiently and effectively.
- Organizing and preserving documents accurately and proficiency.
- Prepares messages and reports and presents them efficiently and effectively.
- Uses computer applications in office work with precision and mastery.
- Uses and operates modern office equipment efficiently and effectively.
- Deal in a positive way with others, efficiently and effectively.
- Carries out simple accounting operations with precision and mastery.

Courses

05/2020

Introduction To PMP DROOB EDUCATINAL PLATFORM

04/2020

Syber Security DROOB EDUCATINAL PLATFORM - STC ACADEMY

03/2020

Creative Secretarial Skills ETHRAE EDUCATINAL PLATFORM

03/2020

Administration Coordination ETHRAE EDUCATINAL PLATFORM

03/2020

Management Basics DROOB EDUCATINAL PLATFORM

08/2019

Creative Risk Champions & Build Effective Risk Registers Workshop SAUDI COMMISSION FOR HEALTH SPECIALISTS

10/2018

Management Skills ROYAL COURT TRAINING AND DEVELOPMENT CENTER

8/2018

Sense of Security ROYAL COURT TRAINING AND DEVELOPMENT CENTER

References

Up on Request