

# ABDULLAH ALYOUSEF

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## PROFESSIONAL SUMMARY

My ambition is to enroll in a professional work environment that will enable me to develop my scientific skills, achieve my goals and contribute to the development of the employer in which I will work .

## WORK HISTORY

**General Authority for Statistics - Executive Secretary / Tamheer**  
12/2021 - 06/2022

- Follow-up the implementation of the tasks assigned to the departments and divisions of the executive department .
- Writing, editing and printing administrative texts .
- Completing printer work, answering inquiries and phone calls, organizing private files .

**Futurist Architecture - Secertary**  
10/2022 - 05/2023

- Arrangement and organization of files and various documents on which the administration's work is based .
- Providing administrative services such as printing, typewriter work, mail, filing, copying and other administrative services .
- Arrangement and maintenance of the office system.
- Assist in all aspects of administrative organization at the time of work need .

## TRAINING COURSES

- Electronic secretarial
- The art of self-training
- Time management
- Word processing

## LANGUAGES

**English**

Intermediate

**Arabic**

Native

## EDUCATION

09/2016 - 12/2018

**technical college of Riyadh**

**Diploma:** Office Management

12/2021 - Current

**Gulf Institute for Training and Education**

**Diploma:** English Language

## SKILLS

- Effective communication Skills
- Data analysis by Excel
- Ability to work under pressure
- Proficiency in work and discipline in time
- Tact, good appearance and punctuality
- Teamwork and entrepreneurial spirit
- Adaptability and flexibility