

Personal information



Riyadh



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0557995267



Age 35

Skills

- ❖ Commitment to the official working hours.
- ❖ Proficiency in the art of dealing with others tactfully.
- ❖ The ability to rapidly develop in the field of work.
- ❖ Excellent communication skills.
- ❖ The ability to adapt in the work environment.
- ❖ Teamwork skills

Languages

- ❖ Arabic language: Native
- ❖ English language: good



Career Objective

Expert in secretarial and administrative work for more than 10 years, Excellent communicating, organizing, and coordinating skills, my professional objective is to add value by applying best practices.



Experience

- ❑ **CEA Secretary, Internal Audit Department, Social Development Bank 2/2013 – present**
 - Coordinating the dates of committee meetings and preparing meeting items and confidential minutes.
 - Preparing a comprehensive filing system for documentation, records and other materials, and ensuring that adequate measures are taken with regard to keep the documents confidential, and facilitate reference to them.
 - Follow up the daily work and meetings with the manager and his employees to ensure the business continuity.
 - Preparing letters and taking notes professionally in official and unofficial meetings, and preparing written drafts for review and correction for the final approval by the manager.
- ❑ **Patient Relations Officer at Eman Company for Agencies, Trade and Contracting 6/2012 -3/2013**
 - Workflow review and follow-up.
 - Prepare a weekly report to the manager.
 - Receive customer complaints and refer them to the relevant departments.



Education

- ❑ **Diploma**
 - Specialization: Office Administration
 - Institute name: Higher Supply Institute for Training
 - Graduation year: 2022



Courses

- Information Crimes Program 3/9/2019 - 5/9/2019.
- The Art of Negotiation and Persuasion Skills (For Supervisors) 02/19/2015 - 02/23/23/2015.
- Electronic Services Program Date 01/03/2015 - 03/05/2015.
- Skills of preparing and writing administrative reports 03/22/2015 - 03/26/2015.
- Code of Conduct and Work Ethics.
- Documentary Content Management System.



Technical skills

- High skilled with Microsoft Office: Word, PowerPoint, Excel, and Outlook.
- Messaging, document and archiving management software.