



ABDULLAH YOUSEF ABDULLAH ALYOUSEF

Secretary

- Saudi Arabia
- Riyadh , Saudi Arabia
- 04-11-1997
- male
- alywsfb84@gmail.com
- +966501184289

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

EDUCATION

- 09-2016 → 12-2018 **technical college of Riyadh**
office management
- 12-2021 → present **Gulf Institute for Training and Education**
English Language

WORK EXPERIENCE

- 12-2021 → 06-2022 **General Authority for Statistics**
Executive Secretary / tamheer
 - providing administrative services such as printing , typewriter work , keeping files , copies and other administrative services .
 - follow up the implementation of the tasks assigned to the deapartment and sections of the nation .
 - writing and printing administrative texts .
 - completing printer work, answering inquiries and phone calls and organizing private files .
 - perform any other related taskt that may be assigned by the management .
- 10-2022 → 05-2023 **Futurist Architecture**
Secertary
 - 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 .
 - Receiving written messages, calls, faxes, and e-mails, presenting them to the manager at specified times, and responding to them .
 - Preparing documents and documents and amending them .
 - Assist in all aspects of administrative organization at the time of work need .

TRAINING COURSES

- Electronic secretarial
- The art of self-training
- Professional development skills
- Time management
- Determine the professional path

SOFTWARESKILLS

Microsoft excel

Microsoft Word

PERSONAL SKILLS

- ✓ Ability to work under pressure
- ✓ Working on Microsoft Office MS programs
- ✓ Attention to the smallest details and quick wit
- ✓ Proficiency in work and discipline in time
- ✓ Tact, good appearance and punctuality
- ✓ Teamwork and entrepreneurial spirit
- ✓ Adaptability and flexibility