



# ABDULLAH YOUSEF ABDULLAH ALYOUSEF

Executive Secretary

📍 Saudi Arabia

🏠 Riyadh , Saudi Arabia

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📅 04-11-1997

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♂ male

My goal is to work in a facility that allows me to benefit from its expertise and performance in order to achieve and pass work challenges and obtain more administrative responsibilities and expertise and therefore to develop my skills and contribute to their achievement .

## 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  
tamheer/trained

- 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 department 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 task that may be assigned by the management .

## TRAINING COURSES

- secretarial and office management
- Time management
- professional development skills
- the art of self training

## SOFTWARESKILLS

Microsoft excel  
★★★★☆☆

Microsoft Word  
★★★★☆☆

## PERSONAL SKILLS

- ✓ Desire to learn and acquire new skills .
- ✓ The ability to take responsibility
- ✓ The ability to work individually or within the team .
- ✓ I find it fun to work and do high quality work .
- ✓ research development, management, innovation and evaluation.