

ABDULMOHSEN ALQAHTANI

EXECUTIVE SECRETARY

ABOUT ME

Marital status: single.
Nationality: Saudi
Age: 27
Place of Birth: Riyadh-
Kingdom of Saudi Arabia.

CONTACT

Riyadh - ALMALQA
+966-555125419
Abdullmohsen.q@gmail.com

CAREER OBJECTIVE

Recent graduate with Diploma degree in executive secretary , seeking a position in executive secretary and administrivia.

EDUCATION

Institute of Public Administration Riyadh, KSA Diploma degree in executive secretary 2021

EXPERIENCE

- ArabianOud - 2021
- coop training At King khaled Eye Specialist Hospital - 6 weeks.
- Alshaya International Trading Company , 2019 - 2020
- IKEA , 2018 - 2019
- Abdul Aziz Alotaibi Trading Est , 2016-2017

TRAINING COURSES

Executive Assistant Series - communicate Effectively
Number of Training Hours: 20
February 11,2021

Skills

- Attentive listening and effective
- Oral communication skills
- Great at Problem Solving
- Good Leadership Skills