







# Abdulqader Alhefdi


## Executive Secretary

 Birthday 1979/12/31

 Location Riyadh

 @ aq.alhefdi@gmail.com

 Nationality Saudi

 Status Married

 +966 56 875 8482

## Summary

Experienced Executive Secretary with a demonstrated history of working in the Human Resource Services. Skilled in Company Secretarial Work, e-Governance, Employee Training, SAP ERP. Highly skilled in dealing with the public. With a Diploma focused in Executive Assistant/Executive Secretary from the Institute of Public Administration.

## Experience



### Executive Secretary of Human Resources Support Services Department

Saudi Electricity Company

From 2007 To 2018

Riyadh, Saudi Arabia

### Secretary of the HR Employees Relation Division

From Jan 2003 To Dec 2007

Riyadh, Saudi Arabia

### HR Secretary of Central Region Dept

From Jun 2002 To Nov 2002

Riyadh, Saudi Arabia

### Secretary of the Employees Relations Central Region Div

From Jan 2002 To Jun 2002

Riyadh, Saudi Arabia

### Secretary

Ministry Of Culture and Information

From Jul 2001 To Jan 2002

Riyadh, Saudi Arabia



### Trainee Secretary

Institute of Public Administration

From Jan 2001 To Jun 2001

Riyadh, Saudi Arabia



## Education



### Institute of Public Administration

Diploma, Executive Secretary

From 1999 To 2001

Riyadh, Saudi Arabia

## Skills & Courses

Company Secretarial Work

Public Relations

e-Governance

SAP ERP

Microsoft Office

Employee Training

## Languages

Arabic (Native)

English



[www.linkedin.com/in/aqalhefdi](http://www.linkedin.com/in/aqalhefdi)