

# AFRAH ALMUTAIRY



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Riyadh, Saudi Arabia

## PROFILE INFO

I look forward to the job as an opportunity to prove my competence in my tasks and responsibilities and work to achieve excellence on the individual and collective levels in general and gain experience in continuous work and develop my skills

## SKILLS

- Proficiency in using Microsoft office programs.
- Developed ability to maintain working hours.
- The ability to communicate with people.
- Double touch typing speed.
- Ability to work under pressure.
- The ability to learn quickly and adapt to the work environment.
- The ability to develop work.
- Work accuracy and commitment in performing tasks.

## LANGUAGE

- Arabic
- English

## MY EDUCATION

INSTITUTE OF PUBLIC ADMINISTRATION  
**EXECUTIVE SECRETARIAL DIPLOMA**

GPA: 4.77 out of 5.00, with an excellent grade,  
Graduation Date: 1442

## WORK EXPERIENCE

### SUPERVISOR

Saudi Riyadh Club | Currently

### SECRETARY

Saudi Riyadh Club | for a year

### TRAINING

National Events Center in the Entertainment Authority

## CERTIFICATES

- Project management course.
- Certificate of attending the executive secretarial skills course and office management.
- Certificate of the Year Training in the Events Center.
- Management Excellence Course.
- Computer skills course in office work.