

# Albndri Almalki

## Career Objective

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills and abilities In addition to gaining skills, experience and self-development.

## Education

### Diploma – 2021

- Executive Secretary (**5/4.69**) from Institute of Public Administration

## Experience

- **National Guard Hospital**
  - Secretary of Operations Director of the Business Center.
  - customer service.

## Courses Training

- Public Relations and Ceremonies Program from KAU 2021
- Writing professional email from IPA
- personal planning from IPA
- time management rules from IPA
- work etiquette from IPA

## Personal info.

- Saudi – Single
- 2001/03/05
- Riyadh, Saudi Arabia
- 0541109746
- [bndrimalki@gmail.com](mailto:bndrimalki@gmail.com)
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## Skills

- Time-management skills
- Communication skills
- Organizational skills
- Administrative skills
- Flexibility and adaptability
- Microsoft office skills
- Typing speed of 20 WPM