

# Albndri Almalki

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## 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 – 30/12/2021

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

## Experience

- **National Guard Hospital from 14/11/2021 to 23/12/2021**
  - Secretary of the Operational Director of the Business Center
  - customer service.
- **King Fahad Medical City from 17/02/2022 to Absent**
  - Secretary Director of Nursing

## Courses

- 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

## Skills

- Transcription and text processing in Arabic and English in a tactile manner at a speed of no less than 20 correct words.
- Preparing letters, reports and memos.
- Work individually and as part of a team.
- Full knowledge of computers and office applications.
- Strong communication and communication skills.