

ASMAA MOHAMMED ALHAWSAWI

EXECUTIVE SECRETARY

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[Linkedin](#)



Objective

Looking for the position of Executive Secretary where my computer skills, organizational abilities and communication skills will help the organization prosper.

Education

Diploma

Institute of Public Administration

Executive Secretary, GPA: 4.49

Graduation Year: 2019

Honors degree



Experience

Ministry of Interior

General Directorate for Prison Health

7/2019 – Date (3 years 4 Months) Riyadh

- Preparing statistics, reports and records for the department and administration
- Schedule meetings and write MoM
- Ensure that the IT Manger attends all important meetings
- Writing and editing letters
- Exported and imported letters for the department
- Problem solve any issues that the department of IT requests
- Communicate between the IT Manger and employees of the Department
- Typing, preparing and collating reports
- Coordination with other departments

Skills

- Work under pressure and endurance
- Cooperation and flexibility
- Team working skills
- Attention to detail
- Organization and time management skills
- Proficiency in secretarial and office work
- Typing faster and accurately
- Proficiency in office programs (Word, PowerPoint, Access, Excel publisher)
Accomplishing business faster

Course & Certifications

- Office management and secretarial
- Organizational culture course
- IOT in learning