

ABOUT ME

I am a diligent and ambitious person and have a great passion for administrative work. I have excellent communication skills that enable me to communicate effectively with a wide range of people.

CONTACT

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+966566094911

Eastern Province, KSA



SKILLS

TIME MANAGEMENT
CRITICAL THINKING
TEAMWORK
CREATIVITY SKILLS
PERSONAL DEVELOPMENT

LANGUAGES

- ✓ ARABIC
- ✓ ENGLISH

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EXECUTIVE SECRETARY ADMINISTRATIVE ASSISTANT

EDUCATION

(2019-2022)

DIPLOMA OF EXECUTIVE SECRETARY- **GPA: 4.96 Out of 5.00**
INSTITUTE OF PUBLIC ADMINISTRATION, ESTREN PROVINCE

COOPERATIVE TRAINING

Support Services Section, Food and Drug Authority, Eastern Sector

EXPERIENCE

Executive Secretary / Document Controller

(April 2022- Until Now)

ILF Consulting Engineers Company.

ADMINISTRATIVE

(May 2019 - September 2019)

an organization contracting with the Eastern Province Municipality in the administrative field.

SALES REPRESENTATIVE

(September 2018 - January 2019)

A company contracted with the Saudi Telecom Company
In the field of sales and customer service.

COMPUTER SKILLS

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| | Microsoft Word |
| | Microsoft Excel |
| | Microsoft PowerPoint |
| | Microsoft Access |
| | Outlook |