

IBRAHIM MAJID IBRAHIM BIN HUMAID

SPECIALIZATION IN EXECUTIVE SECRETARY

CAREER OBJECTIVE

Developing my experiences, acquiring and developing new skills, harnessing my strong sense of responsibility and dedication to work, and benefiting from the qualifications and skills I acquired during my academic achievement in the service of religion, the nation and society.

EDUCATIONAL QUALIFICATION

Institute of Public Administration
Diploma in Executive Secretary | 2020-2023

COURSES

Cybersecurity course in 2021

Personal Information
Management Outlook 2022


LANGUAGES


Arabic ● ● ● ● ●

Engilsh ● ●

CONTACT

 Riyadh

 0505525333

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SKILLS BRIEF

Project management

Office software skills (Excel,
(PowerPoint, Outlook, Access

The ability to learn a new skill

Speed in completion

Full adherence to working hours

Good dealing with others

Take responsibility

Self development

Teamwork