



Norah Soltan



I am a secretary specializing in secretarial and office management. Experienced in administration, implementation, organization, communication with others, maintaining records and files of the company, and paper and clerical tasks. I strive to gain experience.

EXPERIENCE

Hygiene Department Supervisor

Golden Judy Architectural Contracting Company |
July 2021 - August 2021

- Monitor and evaluate the performance of workers
- Quality control

manager assistant

Al-Rashed A. Betong Company is a closed joint
stock company. | January 2022 - present

- Organizing administrative and office work.
- Writing letters, issuing and supplying them.
Organizing all correspondences
- Preparing periodic reports on achievements and
activities.

EDUCATION

Diploma| Executive secretarial and office management

Taif University | 2020

SKILLS

- Fast data entry and printing.
- Experience in Microsoft Office programs and Word
processing.
- Management of various systems, technical support,
security, project management.