

FAHAD AL-MUTIRI

EXECUTIVE SECRETARY

BRIEF

I learned at the Institute of Public Administration, specializing in executive secretary, the first year was to study the English language, then I joined a specialization for a year and a half and worked in health volunteering in several hospitals and in command and control in the Riyadh region.

EDUCATION

Institute of Public Administration

Executive Secretary with a rate of 4.57

volunteer work

Command and control in the Riyadh region
King Salman Hospital
Al-Iman General Hospital

SKILLS

communication skills
Written skills
solving problems
Teamwork
organizational skills
Planning and research skills
Organizing appointments
Attention to the smallest details
(...Microsoft Office (Word, Excel, PowerPoint, Publisher

HOBBIES

reading
Writing
Sports Games

ATTENDING CONFERENCES

- Transition to the user experience
- Focusing on the beneficiary in the government sector to maximize impact and effectiveness
- Financial inclusion and sustainable development in light of the Corona pandemic
- Change management and strategic leadership

CONTACT DATA

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