

Mohammed Aljohani

Executive Secretary

PERSONAL

Birthday : 15 August 1998
Relationship : Single
Nationality : Saudi Arabia
Languages : English, Arabic
Good, Excellent

SKILLS

Communication ██████████
Organization ██████████
time management ██████████
TeamWork ██████████
Seriousness at work ██████████

SOFTWARE

Word ██████████
Powerpoint ██████████
Outlook ██████████
Access ██████████
Excel ██████████

CONTACT



+966531826320



m.to1998@hotmail.com

PROFILE

An ambitious young man interested in office management, I seek development in practical terms, I can effectively use Microsoft Office programs and fast typing on the keyboard, I am good at formulating official letters, preparing reports and also preparing meeting minutes.

Education

College Name: Institute of Public Administration

Specialization: **Executive Secretary**

Graduation Year: 2020

Courses

- Creative secretarial skills
- Correspondence preparation
- Reports preparation
- Administrative coordination
- Personal information management (Outlook)
- Communication skills at work
- Communicate Effectively With Customers
- Self management
- Self Improvement
- Communication methods in the workplace
- Leadership Skills
- Leadership Essentials
- Fundamentals of Management
- Smart Work Ethics
- Introduction to Human Resources Functions