



Mashari Mashawah Al- Enezi

Executive Secretary

CAREER OBJECTIVE

Harnessing my strong sense of responsibility dedication to work, and strong dedication to work, and strong motivation to work in your department, and benefiting from the qualifications skills, and experience that I obtained through academic and career achievement in the service and development of work within the scope of work the team .

EDUCATION

Executive Secretary Diploma





Institute of Public Administration

2020-2022

EXPERIENCE

- A year at Afkar Al-Qimam Foundation for Ceramics and Marble, under the title of Executive Secretary .
- A year at Salini Arabia Co. Ltd. as Administrative Assistant .
- Until now in the Al-Sharq Office Company for Operation Maintenance and Contracting Under the name of secretary (I am still on the job).

CONTACT

-  Saudi Arabia
-  0536507054
-  28/10/2001
-  Mashary78i88@gmail.com

SKILLS

- Proficiency in the English language fluently.
- Full knowledge of Microsoft Office.
- Arabic word processing.
- English word processing.
- Good dealing and communication with others.
- Withstand work pressure and social cooperation.
- Quick adaptation to the work environment.
- Flexibility in work.
- Desire to learn and acquire new skills.

LANGUAGES

- Arabic 
- English 