

# MESHARY AL-MUTAIRI

EXECUTIVE SECRETARY

## EDUCATION

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2020 - 2022  
Institute of Public  
Administration

Executive Secretary

## SKILLS

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- Microsoft Office (Word, Excel, PowerPoint...)
- Time Management
- Interpersonal Skills
- Solving Problems
- Communication Skills
- Attention To The Smallest Details
- Written Skills
- Organizational Skills

## Experience

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Training at Imam Abdul Rahman Al-Faisal Hospital  
Named as Secretary to the Director of Financial and  
Administrative Affairs

## CONTACT ME

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