

# Amira salem alghamdi

Saudi Arabia – Riyadh · +966 542655223

**Amira1998s@outlook.com**

---

## PROFILE

Administrative Assistant 6 months training experience.

## EDUCATION

Sep 2019 – Jun 2021

**Editing and secretarial**, Diploma Princess Nora bint Abdul Rahman university – RIYADH.

- GPA 4.57 of 5

## EXPERIENCE

Jan 2021– Apr 2021

**Administrative**, Arab Open University – RIYADH.

- writing reports.
- meeting minutes.
- scheduling appointments.
- guest reception.

## SKILLS & LANGUAGE

- Listen to others and ask questions. (Excellent)
- English Language. (good)
- Office, Excel, word, powerpoint. (Excellent)
- Cycle data entry and word processing. (Excellent)
- Read and understand work-related materials. (Very good)

## CERTIFICATES

- Customer Service and Branding.
- Cycle data entry and word processing (6 months).
- Fundamentals of Management.
- Basic Work Skills – 1.
- Leadership Skills.
- Principles of Customer Service.
- Self Management.
- Smart Work Ethics.
- Saudi Labor Law.
- The art of speech and rhetoric.

## Recommendations

D. Sir alkatim ali hassn - +966 507090994