

# Yasmen Mohsen Alenezi

## Objective:

Self-motivated, ambitious, very organized and detailed person , always have the passion to work and finish the tasks on time and as required. Looking forward to be a member of an ambitious environment the will enable me to work and gain more experiences and knowledge.

## Contact:

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Address: Riyadh

## Education:

Diploma in Executive Secretary from Institute of Public Administration

GPA: 4.65 of 5

## Training and Experience:

- **Secretary** at Sattec company from **May 2023** until **now**
- **Executive Secretary** at Saudi Red Crescent Authority **for (3) months** employee
- **Executive Secretary** at Saudi Red Crescent Authority **for (6) months in Tamheer program**
- **Administrative assistant** at King Abdulaziz Medical City **for (6) weeks**

## Skills:

- Interpersonal Skills
- Problem Solving
- Multitasking
- Teamwork
- Time Management
- Work Under Pressure
- Quick learner

## Development Courses:

- Executive Series- Practice MS Office Skills
- Basic English – Pre Intermediate
- Basics of internal auditing CIA-1
- key Performance Indicators KPIs

## Languages:

- Arabic (Native)
- English (Intermediate)