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Riyadh

# Ali Mohammed

Administrative Assistant (Procurement and Contracts)

My goal is to harness my skills and previous experience and my strong motivation to work and benefit from the qualifications and skills that I have acquired through my academic study and practical experience, to serve and develop the facility and cooperat with each other to achieve its objectives and my goals.

## EXPERIENCES WORK

2015-2016

- **Administrative At Education Administration Expenses and salaries Departement**

2019-now

- **Administrative Assistant At Capital Market Authority (CMA) Procurement and Contracts Department**

## EDUCATION

2017-2019

- **Institute of Public Administration (IPA) Executive Secretary GPA 4.87 out of 5**

## TRAINING COURSES

- **Labor Education according to Saudi Labor Law.**
- **Cyber Security.**
- **Data Analysis.**
- **Computer and internet basic.**
- **Project Management : Risk Management.**
- **Your Gateway to the labor market.**
- **Social intelligence and the communication skills with others.**
- **How to be ambitious.**
- **How to prepare a CV and pass the interview.**
- **Administrative Development Conference under the Kingdom's Vision 2030.**

## SKILLS

- Ms Office
- Enter data
- Oracle
- Risk Managment
- Team leading
- Financial Review
- Writing letters

## LANGUES

- Arabic : Perfect
- English : Very Good

## Cooperative Training

- Executive Secretary Capital Market Authority

March 2019 - April 2019

I joined at the invitation of the Capital Market Authority to complete the cooperative training program