

MOHAMMED ALAJYAN

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Email

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Objective

Highly-motivated Secretary who has an established ability to interact effectively with managers and colleagues with a diverse educational background focused on secretarial and administrative fields.

Education

- **HIGH SCHOOL**, scientific (2017). with GPA 95.60 out of 100.
- **DIPLOMA OF EXECUTIVE SECRETARY** from INSTITUTE OF PUBLIC ADMINISTRATION, Riyadh – Saudi Arabia – (2019-2021). with GPA 4.95 out of 5. Holds a Diploma with honors and ranked first on the class of 2021.

Experience

SDAIA – (20th September 2021 – Present)
Executive Secretary

Cooperative Training – Trust Fund Authority

Task: (Archiving Documents – Preparing Correspondence – Answering Phone Calls).

Courses

- Secretarial Skills – Course – Institute of Public Administration – Riyadh – 2021.
- Managing Meetings – Course – IPA – Riyadh – 2021.
- Making Reports – Course – IPA – Riyadh - 2021
- Using Outlook Program at The Office – Course – IPA – Riyadh – 2020.
- Preparing Correspondence – Course – IPA – Riyadh – 2021.
- Necessity of Information Security – Course – IPA – Riyadh – 2021.
- Multiple Courses regarding master Microsoft Office Package – course – Human Resources Development Fund – Riyadh – 2021.

Key Skills

Speaks and Writes English.
Typing Speed in English 47 WPM.
Typing Speed in Arabic 58 WPM.
Microsoft Word, Excel, PowerPoint, Access.

Standardized Test of English Proficiency| 89 out of 100.
Energetic and organized.
Collaborative team member.