

Hanouf Awad Almatrafi

Executive Secretary

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📍 Riyadh 🌐 Saudi 📅 14/2/2001 👤 1110579305

SUMMARY

I would like to join a professional work environment that enables me to develop my practical and scientific skills, gain new experiences and be an effective and productive member to achieve success and apply the qualifications and skills I have learned through my academic achievement in the service and development of the employer in which I will work

EDUCATION

Diploma Executive Secretary

Institute of Public Administration

Graduation year 2021

with a grade of EXCELLENT and a G.P.A of 4.77 out of 5

WORK EXPERIENCE

Trainee

King Abdulaziz Medical City-Ministry of National Guard Health Affairs

📅 Nov 2021 - Dec 2021

CERTIFICATES AND COURSES

English Language

the Institute of Public Administration

2019-2020 with a grade of Very Good and G.P.A of 3.4 out of 5

Training

📅 Dec 2021

the Human Resources Department of Health Affairs, National Guard

Certificate of attending a 3-step workshop towards professionalism using PowerPoint

the Institute of Public Administration

1441/3/23

Certificate of attending a workshop on how to plan for yourself

the General Institute

1442/6/14

Got a score of 57% on the STEEP

Certificate of completion of an electronic course in Introduction to Human Resources Tasks

📅 Sep 2021

Doroob

Certificate of completing your electronic role in presentation program

📅 Feb 2021

Doroob

LANGUAGES

English



Arabic



PERSONAL SKILLS

| | | | |
|---|------|-----------------------------|------|
| Use of computers and office programs | 100% | Able to work under pressure | 100% |
| The ability to communicate and deal with others | 80% | Intuition and learning | 100% |
| Completing tasks efficiently | 100% | Merit and responsibility | 100% |
| time management | 80% | | |

MOST PROUD OF

Organizer

Work in a team spirit



شهادة تخرج

Graduation Certificate

The Institute of Public Administration hereby certifies that

HANOUF AWAD ALMATRAFI

Has been awarded an Associate Degree in

Executive Secretary

With a grade of (EXCELLENT) and a G.P.A of (4.77) out of (5)

Awarded in: 30/12/2021

يشهد معهد الإدارة العامة أن

هنوف بنت عواد صفيير المطرفي:

قد حصلت على دبلوم فوق الثانوي في:

السكترير التنفيذي:

بتقدير عام (ممتاز) وبمعدل (4.77) من (5)

تاريخ التخرج: ٣٠/١٢/١٤٤٣هـ

المدير العام

د. بندر بن أسعد السحان

Director General

Dr. Bander A. Al-Sajjan



نائب المدير العام للتدريب

د. بدر بن شجاع الحربي

Deputy Director General For Training

Dr. Badar S. Al-Harbi

