

Majd Altamimi - **مجد التميمي** (CBP Executive)

To build a career in a growing organization, where I can get opportunities to prove my abilities by accepting challenges, Scientific and practical development by having good positions at work, Self-Development by attending more courses in administrative fields, secretary and English Language because of their importance in the work environment that I seek.

Riyadh
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EXPERIENCE

- **Operation Program at General Directorate of Prisons Health “Ministry of Interior”, Riyadh, KSA — Secretary**
May 2019 - Present
- **Zahran Operation & Maintenance Company at (KSU, Girl’s Campus), Riyadh, KSA — Administrative**
May 2015 - May 2019
- **Bin Laden Group at (KSU, Girl’s Campus), Riyadh, KSA — Service Request Receiver and Data Entry**
February 2014 - May 2015

EDUCATION

- **Imam Mohamed Bin Saud University, Riyadh, KSA — Diploma in Secretary** “GPA: 4.88 out of 5”
May 2021
- **Imam Mohamed Bin Saud University, Riyadh, KSA — Diploma in Computer Applications** “Grade: B”
December 2017
- **Technical and Vocational Training Corporation, Riyadh, KSA — Associate Degree in Fashion Design** “with Second Honor Degree”
April 2012

CERTIFICATIONS & COURSES

- **Certified Business Professional (CBP Executive)**
International Business Training Association (IBTA)
- **Preparing Administrative Letters and Reports (40 hours of training with an Excellent Grade)**
Princess Norah Bint Abdulrahman University
- **Reengineering Course - Meeting Management - Office Management and Secretary**
Institute of Public Administration
- **Advanced English Language Course (Intermediate Level For 5 Months)**
Technical and Vocational Training Corporation

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Producing accurate work of a high standard and reliability
- Ability to work under pressure and overtime
- Professional manner and appearance