

Hessa Mohammed AlRusayni

Personal Information

Nationality : Saudi

Address : Dhahran, Eastern province– Saudi Arabia

Skills

- Advanced in English and Fluent in Arabic speaking and writing.
- Ability to type fast as we are taught in the institute.
- Proficiency in using the computer and Microsoft office programs.
- Preparing reports and arranging meetings.
- Communicating with others.
- Good leadership skills.
- Ability to work in groups.
- Ability to work under pressure.
- The ability of building good relationships.

Languages

Arabic

English

Contact

0557957796

Hessa-Rusayni@hotmail.com



Objective

To work in a place that enables me to help me serve my country in and through it in which it gives back to our society.
Try to develop the community to attend courses, seminars, conferences and workshops that touches my field of study and my work to increase the productivity of labor.



Education

- Institute of of Public Administration
- Major: Executive Secretary
GPA: 4.57
Year: 2015



Work Experience

- Online Booking employee at Al-Tayyar travel group for 3 months.
- Secretary at Al-Babtain school for a year.
- Helping at the Ohda office at Princes Noura University for 53 hours during my break time.
- A secretary at Bayt Rafal for Design & Decoration for 3 weeks.



Courses & Certificates

- Human Resources Specialist course .
- Personality analysis through the body language.
- Movie maker.
- Certificate of participation at Organizing the IPA - Graduation 2012/2013.
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