

## CONTACT

- 0553069270
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- Riyadh, Rimal
- 13/8/2000

## MY SKILLS

organizational behavior

Administrative Communications

Accounting

customers service

Event Planning

Office management and design

Microsoft programs

Leadership

Problem Solving

Word processing in Arabic and English

Project Management

Files Archiving

# SAMIA ALMUTAIRI

## EXECUTIVE SECRETARY

Look for a competitive work environment to full fill make the most of my experience where I can develop my potential and grow the institution.

## TRAINING COURSES

time management

Secretarial skills

google apps

PowerPoint

outlook

## Languages:

Arabic  
Einglish

## EDUCATION

Executive Secretary

**Institute of Public Administration**  
2021-2022