

## SUMMARY

Performance-driven and motivated Executive Secretary and Assistant with in providing administrative support to managers and executives, maintaining the office inventory, and completing professional presentations and reports. with excellent communication skills and well-developed teamwork abilities. seeking an Administrative Secretary or Assistant or coordinator

## CONTACT ME

+966 544 778655

eagarni@gmail.com

13255 - Riyadh KSA

## SKILLS

- Microsoft office programs (Word, Excel, PowerPoint, Outlook, Access).
- Write formal letters.
- Typing in English and Arabic (31WpM).
- Able to work under pressure.
- Good communication, and relationship-building.
- Teamworking skills.
- Organization and time management.
- Flexibility.
- Tact, discretion and diplomacy.

# Eman Alqarni

Executive Secretary  
Administrative Assistant

## EXPERIENCE:

Membership Specialist 2023

### Saudi Authority for Accredited Valuers (TAQEEM) Riyadh

worked as a trainee in membership management, worked in a multi-tasking environment. also managed a database containing more than 4,000 members by entering, reviewing and checking data, in addition to analyzing and presenting data. also worked with administrative support, preparing letters, organizing the office and archiving, and used multiple programs Such as Excel, Word, Access and Teams, in addition to the continuous participation of the work team in meetings.

## EDUCATION:

Executive Secretary Diploma 2021-2023

### Institute of Public Administration IPA

The program began with studying the English language for a year (four levels), which I passed with excellent grade. Then, began studying the secretarial program subjects, including the study of office computer applications (Excel, Word, PowerPoint, Access Publisher, Outlook), Copy speed in English and Arabic (31WpM), study about office organization, secretarial procedures, office equipment, organizational behavior, public relations, accounting, and management information and others.

Bachelor in English language 2015 - 2019

### King Faisal University

The study in the Faculty of Arts included a number of topics and dealt with the study of English literature, its history, analysis and reading of English texts, in addition to a graduation project.