

Personal Profile:-

Name: Majed Hussain Ali Alfulful.

Major: Executive Secretary.

Nationality: Saudi.

Email: majed.alfulful@gmail.com.

Mobile#: +966507061087.

SUMMARY

Executive Secretary, self-motivated, flexible and team player.

EDUCATION

- **Diploma degree in Executive Secretarial Program, Institute of Public Administration,**
Grade: Very Good, GPA **4.04** out of **5**,
Date of Graduation: 05/16/2018.

SKILLS SUMMARY

- secretarial and administration tasks.
- Proficient with MS Word, Excel and Power Point.
- Planning and Organizing.
- teamwork.
- Ability to work under pressure.
- effective communication, interpersonal and presentation skills.

TRAININGS

- English Language with 4 Levels training, English language center, Institute of Public Administration.
- Practical application including arranging appointments and managing daily agenda, answering phone calls, preparing memos and correspondence for 6 weeks in **Eastern Region Emirate**.

LANGUAGES

Arabic / Native

English / Fluent

REFERENCES

Dr. Saeed Alghamdi

lecturer/trainer

Mobile#: **0505815532**.