

FATIMAH AL-SAFFAR

EXECUTIVE SECRETARY

full name: Fatimah Hassan AL-saffar

Address: Saudi Arabia, Eastern
Province, Qatif

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EDUCATION

2020 - **Institute of Public Administration**
2022 Executive Secretary.
GAP: 4.84
English-4 levels,
GAP:4.2

2014 - **Tarut High school degree**
2016 GAA:92,66

SKILLS

- Speaking Arabic and English.
- Word processing in Arabic and English.
- Microsoftoffice (PowerPoint, Word, Outlook, Excel, Access).
- Letter writing.
- Time management.

WORK

EXPERIENCE

4/2022 **Training At Institute of Public Administrationh**

5/2022 Answers Calls, Mails.
Writing Letters.
Helping Other Departments.