

# HAJAR ALDLBAHI

## EXPERIENCE

Present | January 2023

**Riyad Bank - HO  
Administrator**

**Division Treasury & Investment**

**Treasury Strategy & Support Department.**

Coordination of scheduled meetings for  
CTIO

Building relationships with sector partners

Reports Management SAIBOR & LIBOR

Contract Management

Projects management

Update documents

Event planning

August | December 2022

**Riyad Bank - HO**

**Executive Secretary (Tamheer Program)**

April | May 2022

**MCAT, The Medical Company for**

**Advanced Technologies (COOP TRINEE)**

**Executive Secretary for managing director**

Building relationships with external companies

Communicating with customers

Selecting applicants for jobs

Entering and filling in data

Managing Emails

Advertisements

Letters

## LANGUAGES

Arabic - Native

English - Professional

## EDUCATION

2020 - 2022

**IPA - Institute of Public Administration  
Executive Secretary**

## CERTIFICATES

### COURSES

( CPD )

**Certified Executive Secretarial**

**Riyad Bank**

Cyber & Information Security &  
Privacy

Anti-Money Laundering & CTF

Business Continuity

Compliance & Anti-fraud

**Misk Foundation**

Project Planning

Productivity

Time Management

Effective communication

## PROFESSIONAL SKILLS


Typing speed 32

Microsoft Office


Public Relations

Office Management

## CONTACT

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