

HESSA ALRUSAYNI

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GOAL

To have a job in a place that I can help to serve my country in and through it that could returns to our society in utility.

EXPERIENCE

BOOKING AGENT, ALTAYYAR GROUP

- Helping people to choose and arrange their flights using Amadeus, Galileo and cyper in online Booking.
- Sitting Programs for Study abroad.
- Sitting Vacation Offers.
- Answering every question about their flights.

ADMINISTRATIVE ASSISTANT, ALBABTAIN SCHOOL

- Organizing the school files, answering the phone, Scheduling meetings and appointments.
- Register all of the students at the school program.
- Taking notes in meetings.
- Processing and directing mail and incoming packages or deliveries.
- Greeting and directing visitors and new staff to the organization.
- Researching and booking travel arrangements for staff members.
- Finding ways to improve administrative processes.

EDUCATION

MAY 2015

EXCUTIVE SECRETARY. INSTITUTE OF PUPLIC ADMINISTRATION

4.57 Out of 5 GPA. I was my team leader in the institute and the head of our Graduation project. Also I took my training inside the institute as an excellent student. I helped organizing the graduation for 2 years.

SKILLS

- Communication (written and verbal).
- Fast typing.
- Organization.
- Microsoft Office Program.
- Public relations.
- Problem Solving.
- Prepare Reports.
- Organize meetings.
- Group Working
- Leadership.