







Contact Info

	966532936166
	Lamia.AlSemari@Gmail.com
	Female
	Single
	RIYADH
	Saudi

Skills

Preparing letters and administrative reports.
Excel, PowerPoint, Word, Outlook
Timework

Languages

English	Good
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Experience

- 9/2022 - Current
Saudi Center for International Strategic Partnerships Administrative Assistant
Strategic Partnerships and business development
- 07/2019 - 8/2022
(Ministry of Interior) General directorate of Prisons' Health Executive Secretary
Secretary Administration and Financial Affairs
- 03/2018 - 05/2018
King Khaled Eye Specialist Hospital trainee
- 10/2018 - 10/2018
Zahra Breast Cancer Society Volunteer

Education

- 05/2018
Institute of Public Administration Diploma - Executive Secretary
GPA 4.24 out of 5

Courses

- 01/2022
Audit of government financial documents Institute of public administration
For 5 days Consisting Of 35 Training hour
- 01/2022
Develop administrative procedures and models Institute of public administration
For 3 days Consisting Of 21 Training hour
- 9/2021
Filling the jobs Institute of Public Administration
For 4 days Consisting Of 28 Training hour
- 6/2020
Preparing letters and administrative reports. Princess Nora bint AbdulRahman University
For 10 days Consisting Of 45 Training hour, With Excellent Grade Of 96%
- 11/2020
Fundamentals of Financial Analysis National Entrepreneurship Institute (Riyadah)
Online
- 09/2018
Prince Naif First-aid Program Saudi Red Crescent Authority
- 01/2018
Courses, Workshops Institute of Public Administration
the computer extracts using Excel, Project industry, your electronic income, smart applications, how to influence others, the key to personal excellence, the art of personal expense management
- 05/2018
Teamwork and communication - ways of communication 'Dorob' program provided by Human Resources Development Fund "online"
- 04/2016
Prevention by volunteering Princess Anoud Charity Foundation "Social Protection Center"
- 04/2015
Cambridge international diploma in it skills Alkhaleej Institute Training and Education

Achievements

- 03/2018
A course from scratch to start a business
In cooperation with the National Entrepreneurship Institute, a workshop was presented from scratch at the Institute of Public Administration
- 08/2017
Zain workshop for graduates of the Management Institute
Organize the meeting
- 2018/2017
The Graduate Ceremony and the 10th and 11th Job Exhibition
Organizing ceremony and exhibition 2016, 2017