








Lamia AlSemari
Executive Secretary

Secretary of Administrative and
Financial Affairs

Contact Info

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	Female
	Single
	RIYADH
	Saudi

Skills

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

Languages

English	Good
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Experience

07/2019 - Current

General directorate of Prisons' Health (Ministry of Interior) Secretary

Secretary of Director of Administration and Financial Affairs , Director of Human Resources.

04/2018 - 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 of 4.24

Courses

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 'Doroob' 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