








majdi alsulmi

PROFESSIONAL SUMMARY

Executive administrative support professional offering versatile office management, planning and marketing skills. Adept at managing administrative teams and supporting senior management officers. Keen focus on detail, accuracy and business impact of reports and communications. Expertise in Microsoft Office and QuickBooks software.

CONTACT

-  Makkah
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-  1994
-  Saudi
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SKILLS

- Human resource laws knowledge
- Fast typing speed
- Ten-key data entry
- Efficient under pressure
- Accurate data entry
- Mail handling
- Social media knowledge

LANGUAGES

English B1

Intermediate

WORK HISTORY

Executive Secretary 10/2022 - 03/2023
Al Noor Specialist Hospital - Makkah

EDUCATION

Diploma: network technology, 06/2021
Pioneers of Higher Giving Institute for Training - jida

CERTIFICATIONS

- [Customer service and sales] Training - [15 day]