

MANAR KHALED ALOBAILY

EXECUTIVE SECRETARY

 +966 53 572 8119

 ES.Manar.kmo@gmail.com

 Riyadh

 manar-khaled

OBJECTIVE

an ambitious and reliable person. Crave to gain more Experiences and knowledge. Seeking a position where I can efficiently contribute with my skills and abilities to the growth of the organization and build my professional career.

SKILLS

- Teamwork
- Communication skills
- Planning and Organizing
- Problem-Solving
- Microsoft Office Applications
- Work under pressure
- Time Management

EDUCATION

INSTITUTE OF PUBLIC ADMINISTRATION:

Diploma degree in Executive Assistant/Executive Secretary

June 2020 - June 2022

- GPA: 4.74 out of 5

CERTIFICATES

- Google Application, Jan 2022 From Institute of public Administration
- Human Resource Management, Aug 2017 From Saudi Electronic university
- E-Commerce, Aug 2017 From Saudi Electronic university
- Computer skills, 2017

EXPERIENCE

SERVICE PROVIDER

Majorel Company

Jul 2021 - Nov 2021

LANGUAGES

- Arabic
- English