



PERSONAL INFO



0544876327



mohammedalenezi50@gmail.com



Medina - Saudi Arabia



5/2/1997

SKILLS

- Computer proficiency
- Effective communication Organization and time management teamwork
- The speed of completing tasks
- fast learning
- Work under pressure
- Tact and good handlin

LANGUAGES

- Arabic
- English

MOHAMMED OBEID

ALENEZI

EXECUTIVE SECRETARY

OBJECTIVE

I strive to apply the experiences and skills gained within a competitive work environment that enhances my ability to progress and refine my skills. and Seek the right environment to gain new experiences and skills.

EDUCATION

Diploma in Executive Secretary

institute of public Administration

GPA : 4.18 out of 5

Graduation year : 2020

EXPERIENCES

- **Secretary at Nesma & Partners**
21/05/2022 - Present
- **Tamheer Training:** Executive Secretary in Petro Rabigh
Company 13/10/2021 - 12/4/2022
- **Cooperative Training :** Executive Secretary in Saudi Airlines
15/11/2020 - 24/12/2020

COURSES

- Creative Secretarial Skills
- Preparing administrative correspondence
- Customer Service Basics
- Seven habits for the most effective people