

MOHJAH ALSALMAN

Riyadh, Saudi Arabia

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PROFESSIONAL SUMMARY:

I seek to Self-development and job acquisition in facility that seeks to develop its employees and work on upgrading the organization with my qualification, skills, and energies until I reach the goal that we aspire to.

EXPERIENCE:

Executive Secretary Trainee
Saudi Red crescent Authority

Oct 2021 - Apr 2022

Approval
Al Hammadi Hospital

EDUCATION:

Bachelor's degree in: Finance Management
Saudi Electronic University

2026

Diploma in Administrative Sciences: Office management
Princess Nourah Bint Abdul Rahman University

SKILLS:

- Creative thinking
- Excellent organizational
- Problem-solving
- Analytical thinking
- Effective communicator
- Time management
- Multitasking

COURSES:

- Be a good employee -Doroob.
- Let's work together professionally - Doroob.
- Electronic correspondence - atta digital.
- The impact of employing smart applications for workers in all fields - attaa digital.
- Electronic secretarial - attaa digital.
- Essentials of career success - Doroob.
- Smart work ethic - Doroob
- Preparing reports - Ethrai.
- Detection and extraction - Ethrai
- Creative secretarial skills - Ethrai
- Effective communication at work - Ethrai
- Problems solving and decisions making - Ethrai.
- Misk future path to career preparation - Misk foundation
- Executive secretary - Doroob
- International certificate in skills foundation - Alkhaleej training and education

LANGUAGES: Arabic, Native

English, Fluent