



Njoud Hassan Amer

Graduated from the Institute of Public Administration majoring in the Executive secretary department. My goal is to become a part of an organization where I can utilize my skills and experience to enhance the company's productivity and reputation.



njoudamer11@gmail.com



+966533698475



Riyadh, Saudi Arabia

SKILLS

Professional level
Knowledge in using
Microsoft office
software

Fast-learner and hard-
worker

Advanced Time
Management and
communication skills

Flexibility and
Collaboration/Teamwork

LANGUAGES

Arabic



English



INTERESTS

Secretary and Events
organization

Social Media and
Technology

WORK EXPERIENCE

Executive Assistant Presidency of State Security

05/2020 - 03/2022

Riyadh, Saudi Arabia

Achievements/Tasks

- system documenting and archiving (Archiving and Information Department)

Title/Position Ministry of Justice

03/2019 - 02/2020

Riyadh, Saudi Arabia

Achievements/Tasks

- Head Capital Management System HCM Oracle Training for Employees Leaves, Payroll, etc
- Issuing employees working and accesses cards and log data in the system
- Participated in the coordination of managing events and internal communication of the organization
- managed the database and collecting data of researches

CERTIFICATES

Job Performance Management (10/2020)

Meetings and Conferences Management - Time Management - Events Management - Conflicts Management - Effective Communication Management

Information Security Fundamentals (01/2020)

Basics of information security training

Code of Job Conduct and Work Ethics (08/2019)

Aljanadrya Event organizer (03/2017)

Participant in Aljanadrya Event at the Institute of Public Administration (Mar 2017)

Smart Applications workshop participant

Participated in The Smart Applications workshop held at the Institute of Public Administration

EDUCATION

Executive Secretary Institute of Public Administration

02/2017 - 12/2018

Riyadh, Saudi Arabia