

NJoud ALHAWAS

Secretary

Hardworking and multitask secretary with second class honor in English Language & Translation. Results-oriented and self-driven professional with exceptional communication and solid office management skills.

Looking for a challenging opportunity where I can utilize my skills in unlimited growth and success organization which allows me to make a positive contribution.

EXPERIENCE

Secretary | Executive Management Office

Dr. Sulaiman Alhabib Medical Group | April 2023 - Present

- Greet visitors and direct them to the appropriate departments or individuals.
- Book meeting rooms, set up conference calls and take messages and minutes during meetings.
- Perform administrative tasks, including filing and photocopying.
- Write emails, memos and letters.
- Implement and/or develop office procedures and record systems.
- Managing databases entry.
- Answering calls, share minutes of meeting and handling correspondence.
- Assisting supervisor and staff with the company projects and tasks.
- Maintaining and ordering office supplies.
- Coordinating with other organization.
- Supervising staff and new employees.
- Maintain confidential department files/records.

Member of the Student Advisory Council

Qassim University | 2018 - 2022

- Representative of the English Language & Translation Department.
- Transfer student proposals to the Dean of the College.
- Participate in and manage advisory council activities.
- Work to implement student's proposals as much as possible and solve their problems.
- Address the challenges facing students student's and social issues within the university community.


EDUCATION


Bachelor of English Language and Translation with Second Class Honor


Qassim University | NOV 2022

- Write reports and research.
- Convert concepts in the source language to equivalent concepts in the target language.
- Read given material and research industry-specific terminology.
- Prepare subtitles for videos and online presentations.
- Proofread translated texts for grammar, spelling and punctuation accuracy.
- Prepare summaries.

CONTACT INFORMATION

 Riyadh, Saudi Arabia (willing to relocate)

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COURSES

- **Planning Human Resources**
Munsha'at | 2020
- **Solving problems & making decision**
Institute of Public Administration | 2020
- **Planning events and conference.**
Munsha'at | 2020

SKILLS

- Microsoft office (Excel, PowerPoint, SharPoint management, etc)
- Report writing
- Event planning
- Excellent multi-tasking ability
- Prepare Presentation
- Clear oral/written communication
- Collaboration and excellent team player
- Very detail oriented
- Prioritizing and time management

LANGUAGES

- English: Professional - STEP certified with score 90
- Arabic: Native