

Njoud Alsadiq

Career Objective

The desire to get a job through which I can develop my skills, improve myself, gain experience and serve the facility in which I work.

Qualification

Diploma – Executive Secretary
Institute of Public Administration
2018 - 2020

Experiences

Volunteer Experience | **Esaad Association for widows and divorced women**

Tasks

- Entering beneficiaries' data in Excel
- Communicate with the beneficiaries to complete their data on the association's website

Volunteer Experience | **Arfa Multiple Sclerosis Society**

Tasks

- Administrative Assistant to the CEO
- Review donor files and complete the data
- Preparing tables in Word for data entry

Training Courses

Preparation of reports

- Ethrai (IPA).

English course for a month

- British Council.

Labor Education according to Saudi Law

- Doroob.

Personal Information

Nationality: Saudi
Date of Birth: 20 July 1999
Marital Status: Single

Contact

☎ +966537735624
✉ Njoudalsadiq@gmail.com
📍 Dammam – Kingdom of Saudi Arabia

Practical Skills

- Using the computer and Microsoft Office Software.
- Touch typing in Arabic and English with a great appreciation.
- Incoming and Outgoing Commuincations Procedures.
- Familiarity with memorization processes
- Accounting Principles.

Personal Skills

- The ability to do more than one job at the same time.
- Teamwork.
- Accuracy and commitment to work.
- Time Management.

Languages

Arabic - Native
English - intermediate