

Reem Khaled Saad

Assistant Manager - Administrative Assistant - Administrative - Executive Secretary

+966 506 467 540  reemalmqatia@gmail.com

PROFESSIONAL SUMMARY

Specialized in secretarial work and office management, and during the university stage, I gained many good experiences that qualify me for the labor market, and I have skills in human resources and accounting, and I aim to work in a good work environment, and we work together to achieve success.

WORK EXPERIENCE

Trainee (Executive Secretary) | Coop 2022

Ministry of Environment ,Water and Agriculture

Departments:

- Personnel Management
- Human Resource Management

PROFESSIONAL SKILLS

- Computer Proficiency
- Knowledge of Human Resources
- Microsoft Office (Word - Excel - PowerPoint)
- Multitasking
- Official Reports
- Contract Writing
- Project Management
- Calculations
- Crisis Management

LANGUAGES

- Arabic: Native
- English: Pre-Intermediate

EDUCATIONAL BACKGROUND

Diploma degree

Major: Executive Secretary

COURSES

- Executive Secretarial Series
- Positive thinking skills
- Self-employment and the road to the market
- Effective communication with clients
- Basic Business Skills
- Professional Essentials
- Smart Work Ethics
- Accounting accrual