

# RENAD ALZHRANI

EXECUTIVE SECRETARY

## CONTACT

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## EDUCATION

- **DIPLOMA**

2021-2023

Executive Secretary, Institute of Public Administration

GPA: 4.85

## SKILLS

- Teamwork
- Executive Administrative Assistance
- Using Microsoft programs (word, excel, powerpoint, outlook, Access) with accuracy and proficiency
- communication skills

## LANGUAGES

English

Arabic

## OBJECTIVE

Graduate of the Executive Secretary- Institute of Public Administration, mastered in using Microsoft Office applications. I aspire to develop my skills and scientific studies in a practical and elaborate manner.

## EXPERIENCE

**cooperative training in the Saudi Authority for Data and Artificial Intelligence "SDAIA"**  
From May 2023 - Jul 2023

**Public Relations Department**

- Preparing and drafting official letters and invitations
- updating and arranging tasks permanently
- Archive in Excel

**(2 JUN - 27 JUL) Department of Translation and Proofreading**

- Follow up workshops
- work in the administrative communication system.
- Email follow up (incoming)
- A study of the average response in WhatsApp for management

## COURSES

- **EXCEL**  
Microsoft Excel - 2022.
- **EXECUTIVE SECRETARY**

Executive Assistant series - Communicate Effectively - 2022.

I learned the secretariat, its types and functions. In the second week, the basics of communication. In the third week, etiquette and protocol.