

Farah Albaqshi

Executive Secretary

Farah Abdullah Albaqshi

7812
Unit No. 2
Dammam 32424 - 2131

0559311934
fa.albaqshi@gmail.com

Skills

Organized and professional Executive Secretary willing to provide day-to-day assistance to the company's operations. My extensive experience in administrative, clerical, secretarial, and office management concepts will be very helpful in performing my functions effectively.

Experience

Trained in Imam Mohammed Bin Saud University 01-05-2017 |
01-07-2017

Education

Institute of Public Admenstration/ Diploma
01-01-2015 | 01-01-2017

Responsibilities

- Handled all important data of every meeting and conference.
- Assisted the manager in preparing the required documents for the board meeting.
- Jotted down the minutes and resolutions agreed upon by the board.
- Arranged the itineraries of the president of the company.
- Attended to phone calls and acted on those accordingly.