

Ruaa Agagi

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Executive Secretary Graduate, looking to use my skills that I acquired from my education and employment to elevate the performance of the working environment

Personal Info

- ✦ Marital Status: Single
- ✦ Date of Birth: 07/11/1994
- ✦ Nationality: Saudi



Education

- Diploma of Executive Secretary

Institute of Public Administration, Riyadh, May 2016

GPA: 4.72/5

Experiences

Internship:

6 training weeks as an Assistant, at King Abdulaziz Center for National Dialogue, April to May 2016.

Work Experience:

1- King Faisal Specialist Hospital & Research Centre (Hospital Assistant)

From 24 November 2019 until now.

Main tasks:

1. Serve as primary contact for people seeking appointments with the assigned supervisor. Maintain supervisor schedule.
2. Provides routine information to other organizational units as requested.
3. Maintains confidentiality of information and correspondence.
4. Types documents, reports, and correspondence.
5. Utilizes computers for variety of activities.
6. Maintains knowledge and record of current Hospital policies and procedures.
7. Participates in Department/Unit specific and Hospital wide quality improvement plan as required.

2- Working at Artal Preparatory School as (Secretary and Receptionist)

From 24th June 2018, to 26th September 2019.

Main tasks:

- Reports
- Meetings
- Identity Designing
- Starting a Filing System
- Writing Professional Emails
- Contacting Companies and
- Service Providers
- Files Editing
- Recruiting
- Schedules
- Basic Accounting
- Maintain Office Supplies

Skills

- Fluent in English
- Fast learner
- Excellent management skills
- Proficient in Microsoft Office
- Very good in Excel
- Write minutes of meetings and follow ups
- Fast typing (60 words per minutes).
- Attention to details
- Mathematical skills