


SHAHAH

ABUTHNAIN

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 [SHAHAH-ABUTHNAIN](#)

VOLUNTEER WORK

Volunteer| The Saudi National Day Festival - 2021

Volunteer| Mental health awareness- 2021

SKILLS

- Time management
 - Customer Service
 - Data Entry
 - Communication Skills
 - Typing speed in Arabic and English
 - Microsoft office programs
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LANGUAGES

- Arabic: Native Language
- English: Intermediate

OBJECTIVE

EFFICIENT AND TACTFUL EXECUTIVE SECRETARY, SKILLED IN ALL THE REQUIREMENTS OF THE SECRETARY, ABLE TO ORGANIZE PLAN MANAGE MEETINGS, HOW TO PREPARE REPORTS, ENSURE THE CORRECT IMPLEMENTATION OF ADMINISTRATIVE DECISIONS STRIVE FOR CONTINUOUS DEVELOPMENT OF SKILLS AND EXPERTISE, AND CONTRIBUTE TO RAISING THE EFFICIENCY OF WORK TO THE HIGHEST DEGREE OF EXCELLENCE AND ACHIEVING GOALS.

EXPERIENCE

EXECUTIVE SECRETARY INTERN - COOP TRAINING
Ministry of Tourism - Internal Audit Department|Apr2022-May2022

- Preparing and organizing meeting rooms
 - Arranging and preparing a schedule for the manager's work
 - Typing and writing reports
 - Preparing meetings minutes
 - Organizing files, documents, and records
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EDUCATION

Diploma in Executive secretary
Institute of Public Administration | 2022
GPA: 4.41 out of 5

COURSES

- Dialogue in the work environment
- Digital Marketing
- Introduction to the Internet of Things
- Digital transformation in the Kingdom and job opportunities