

MR. SAJJAD A. ALMUDHRY

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Hillat Muhaish, Qatif, Saudi Arabia
Saudi
0546502588

OBJECTIVE

To obtain position in the field of executive secretary in order to develop and help the company that I will work with it. Also, to develop my skills.

EDUCATION

INSTITUTE OF PUBLIC ADMINISTRATION (IPA)
Diploma of Executive secretary (4.50 GPA) (January 2020)

EXPERIENCE

Internship Trainee, ALANSARI HOLDING CO, December 2019.
HR Coordinator, ALANSARI HOLDING CO, February 2019.

COURSES

Summer Student program (A), Saudi Aramco English Courses, 2014
Report preparation, institute of Public Administration, how to write a professional report, October 2018.

VOLUNTEER

Volunteer, Righteousness of parent's day, March 2014
celebration of AL-Dhokla in Qatif, Summer 2013
Volunteer, Social Development Committee in Hilla Mahish, Summer 2014

SKILLS

- Bilingual (Arabic: native, English: very good)
- Expert in Microsoft Office
- Microsoft Outlook
- Typing
- Adobe Photoshop
- Adobe Illustrator
- Communication
- Decision Making
- Time Management
- Easily Adaptable
- Teamwork
- Self Confidence
- Self-learning

National Address

Building No: 3991 District Name: Halat Mahishsh Dist. City Name: Qatif Zip Code: 32652
Additional No: 8837 Unit No: 5

Note: documentation available upon request